



AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Tuesday, January 20, 2015
7:00 p.m. – Council Chambers**

1. **PRAYER – Gina Cekala**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting – January 5, 2014**
 - **Regular Meeting – January 5, 2014**
6. **SPECIAL GUESTS.**
 - **Enfield Beautification Committee**
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
10. **TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
11. **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
 - **Enfield High School Renovation Building Committee**
12. **OLD BUSINESS.**
 - A. **Appointment(s) - Town Council Appointed.**
 1. **Ethics Commission (Alternate)** – A Vacancy Exist for a Regular Member (R). Replacement Would be Until 10/31//2014.(Tabled 12/06/2010)
 2. **Ethics Commission (Alternate)** – A Vacancy Exist Due to the Regular Appointment of Ben Ide (U). Replacement Would be Until 10/31/2015.(Tabled 12/06/2010)
 3. **Connecticut Water Company Advisory Council Enfield Representatives-**
A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2016. (Tabled 04/16/2012)

4. **Connecticut River Assembly** – The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2016. (Tabled 02/04/2012)
5. **Area 25 Cable Television Advisory Committee** - The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/14. (Tabled 04/15/2013)
6. **North Central District Health Department Board of Directors, Enfield Representative** – A Vacancy Exists Due to the Resignation of David Wawer (R), Replacement Would Be Until 06/30/2016. (Tabled 01/06/14)
7. **Enfield Revitalization Committee**- The Term of Office of Kelly Davis (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
8. **Enfield Revitalization Committee**- The Term of Office of Robert LeMay (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
9. **Zoning Board of Appeals**- A Vacancy Exists Due to the Resignation of Jake Keller (R). Replacement Would be Until 12/31/2015. (Tabled 04/21/14)
10. **Area 25 Cable Television Advisory Committee**- The Term of Office of Stephen Moriarty (U) Expired 6/30/2014. Reappointment or Replacement Would be Until 6/30/2016. (Tabled 09/15/2014)
11. **River Valley CT Central Regional Tourism District** - The Term of Office of Gertrude Dorous (D), Expired 06/30/14. Reappointed or Replacement Would be Until 06/30/2016. (Tabled 09/15/2014)
12. **Clean Energy Committee**- A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
13. **Clean Energy Committee**- A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
14. **Clean Energy Committee**- A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
15. **Planning and Zoning Commission**- A Vacancy Exists for an Alternate Position (R). Replacement Would be until 12/31/2015.(Tabled 11/17/2014)
16. **Cultural Arts Commission**- A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.
17. **Cultural Arts Commission**- A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.

18. Loan Review Committee (Alternate) - The Term of Office of Anne Brislin (R), Expires 12/31/2014. Reappointment or Replacement Would be Until 12/31/2016. (Tabled 12/15/2014)

B. Appointment(s) - Town Manager Appointed/Council Approved.

- 1. Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R) Expired on 05/01/2001. Replacement Would be Until 05/01/2016. (Tabled 05/07/2001)
- 2. Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2006. Replacement Would be Until 05/01/2016. (Tabled 05/01/2006)
- 3. Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)
- 4. Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)
- 5. Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.
- 6. Fair Rent Commission** – The Term of Office of Louise Halle, Tenant, Expired 06/30/2011. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 01/17/2012)
- 7. Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)
- 8. Building Code Appeals Board-** The Term of Office of Gary Sullivan, Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)

C. Discussion: Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)

D. Discussion: Higgins Park on the Green (Tabled 11/10/14)

E. Discussion/Resolution: 8-24 Referral to Planning and Zoning Commission for the Proposed License Agreement for a Portion of Neelans Road.

13. NEW BUSINESS.

A. Consent Agenda – Action.

B. Appointment(s)–Town Council Appointed.

C. Appointment(s) – Town Manager Appointed/Council Approved.

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

B. Appointment(s) - Town Council Appointed.

1. **Inland Wetland Watercourse Agency (Alternate)** – A Vacancy Exists Due to Code Amendment. Appointment Would be Until 06/30/2015.
2. **Patriot Award Committee** – A Vacancy Exist due to the Resignation of Peter Burk (U). Replacement Would be Until 07/31/2015.
3. **Ethics Commission (Chairman)** – A Vacancy Exists Due to the Resignation of John Alexander. Replacement Would be Until 10/31/2016.

C. Appointment(s) – Town Manager Appointed/Council Approved

D. Appointment(s) – P & Z Commission Appointed- Council Approved

E. **Discussion/Resolution: Request for Transfer of Funds for Senior Center Health New England Grant \$10,000.

F. **Discussion/Resolution: Request for Transfer of Funds for Family Resource Center LEGO Children's Fund \$73,000.

G. **Discussion/Resolution: Resolution Providing for the Preservation of Farmland within the Town of Enfield.

H. Discussion: Energy Performance Contracting.

15. MISCELLANEOUS

16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.

17. COUNCILMEN COMMUNICATIONS.

18. ADJOURNMENT.

*	REMOVE FROM AGENDA
**	MOVE TO MISCELLANEOUS
***	WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, JANUARY 5, 2015**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, January 5, 2015. The meeting was called to order at 5:30 p.m.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Mangini, Stokes and Szewczak. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Derrik Kennedy; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Director of Finance, Lynn Nenni; Supervisor of Assessment and Revenue Collection, Della Froment.

REVIEW OF 2014 FINANCIAL REPORT

Ms. Nenni stated this will be a review of how they did compare to the budget. She noted the auditors will come in at a later date.

She referred to Revenue-Property taxes and noted they had an overall \$910,000 positive variance in property taxes. She stated they budget real estate at 98.5%; motor vehicle at 94% and personal property at 97%. She noted they came in fairly close for the current year. She stated they had a surplus in collections for the prior year levy and penalties and interest and that was due in large part due to the tax collector sales, which brought in an additional \$1.2 million dollars in taxes and penalties and that resulted in a favorable positive variance.

Ms. Nenni stated there were some minor variances in the lien and fees and the tax sale fees. She noted the other large variance was in new revenue sources. She stated during last year's budget process, the state was entertaining some new tax revenue, i.e., the implementation of a hotel tax, but that never materialized, and that resulted in a variance in that line item. She pointed out they made up for it in the grants. She noted they didn't have a good handle on how the grants were going to shake out because they were entertaining the new tax sources, and they thought some of these new sources might offset some of the grants, but in the end it went back to the way things always were. She noted it did result in some substantial variances, but the bottom line was that they had a positive \$1,073,000 variance in intergovernmental revenue.

Councilor Lee stated it's unusual to see the DCS line item when they were under the impression that rates were going to stay about the same. He questioned if there's anything that resulted in such a deficiency. Ms. Nenni stated her belief they just re-arranged the funding. She noted they didn't budget anything for state property tax loss.

She referred to "Charges for Services" and noted this represents fees the Town collects for services performed. She noted the most notable variance was in buildings and

mechanical permits where they had a positive variance of \$548,000. She noted the estimates are based on historical averages.

Ms. Nenni referred to “Interest” and noted they had a \$75,000 negative variance. She noted the rates still haven’t come back.

She referred to “Transfers In” and noted they had a \$159,000 negative variance, and that was because of the internal charges that they were going to levy against the Water Pollution Control Fund. She stated the General Fund didn’t get charged out. She pointed out they only had half a year of user fees in there. She noted they had a total positive revenue variance of \$1,049,000.

Ms. Nenni stated the budgeted revenues are the reconciliations to GAP, and \$9,362,000 is the State’s contribution to the Teachers’ Pension Fund. She noted the other large reconciling items are the Excess Cost grant revenue that the Board met against their budget and the out-of-district tuition payments that they met against their budget. She explained those are fees that the Board receives and uses to reduce their expenditures.

Councilor Mangini questioned if GASB 54 is the pension, and Ms. Nenni responded no and explained two years ago, it was recommended the special revenue funds that were primarily funded with tax revenue should be included in the General Fund. She cited examples such as the Social Services Fund, the Ambulance Fund, Recreation and some of the education grants. Councilor Mangini questioned if the GASB 54 report is where all this funnels into, and Ms. Nenni responded yes.

Ms. Nenni referred to “Budgetary Expenses” and noted under General Government there was a \$107,000 surplus in the Personnel Office because they had a large surplus in unemployment insurance. She noted in the Treasury Department, they decided not to fill a vacancy so that resulted in a \$75,000 positive variance. She stated in the Assessment and Revenue Collections Department, there was some employee turnover, which resulted in some savings in health insurance, and they also had money left over in the printing budget. She stated there was a total General Government positive variance, which meant they spent less than they budgeted, and that figure is \$295,000.

She referred to the Public Safety budget, which includes school security and noted they had a positive variance of \$347,000. She noted the savings in the police budget was primarily due to money leftover in the Heart & Hypertension account, which amounted to about \$55,000, and the balance was money leftover in the equipment and supply account. She stated in the School Security account, they had a surplus in the Salaries account, and there was a surplus in the part-time salaries account for Public Safety Communications.

Ms. Nenni stated Public Works had a \$249,000 surplus primarily from their Equipment and Supplies account.

She noted the Library had a \$10,000 positive variance.

Ms. Nenni stated Planning & Development had a \$140,000 positive variance, and that's because they had several vacancies.

She noted the Board of Education had a \$131,000 positive variance.

Ms. Nenni stated under Non-Departmental Charges, they had a \$382,000 positive variance in Miscellaneous Charges and that was because there was a surplus of \$100,000 in Contingency and \$270,000 in the Collective Bargaining line.

She noted there's a \$115,000 surplus in the Debt Service line, and that was unspent from Professional Fees.

Ms. Nenni stated the bottom line for expenditures for the budget was a surplus of \$1,666,000.

She stated the increase to Fund Balance is \$2,693,000, and that's the difference between GAP revenues and expenditures.

She noted Unassigned Fund Balance increased from \$14,633,000 to \$17,150,000, which is 14.29% of the 2015 budget.

Ms. Nenni explained the Fund Balance is broken down into three components:

1. Non-Spendable
2. Assigned
3. Unassigned

She noted about half of the Non-Spendable Fund component is the loan from the General Fund to the Water Pollution Control Fund, and the other half is pre-paid items. She explained the Assigned Fund component is the amount they use to balance the budget for the next year and the amount that's left over in the Board of Education budget.

Councilor Lee clarified at the end of the last fiscal year with this surplus, the Town is now at the 14%, including the way they spent the current budget, and Ms. Nenni responded that's correct. Councilor Lee stated that's positive news.

Ms. Nenni referred to the Social Services budget and noted this budget is unique because it gets a lot of funding from grants. She explained the grants usually straddle two or three fiscal years, therefore, the funding and spending isn't always equal and it doesn't always follow the way the Town budgets. She noted the variances are primarily due to the grants, and there's also a like variance in the expenditures. She stated the Charges for Services had a \$193,000 negative variance, meaning they got in less than they budgeted and that was primarily due to less money that they received for the Child Day Care Center. She noted they transferred in an additional \$30,000 for busing during the year. She stated the Fund Balance at the end of the year increased \$135,000, but unfortunately they're still negative at the end of the year.

Chairman Kaupin questioned when the Social Services Fund pays back the Town, will that go into the General Fund. Ms. Nenni responded yes.

Councilor Lee questioned whether the Social Services Fund still has revenue, and Ms. Nenni responded yes.

Councilor Lee questioned whether it's known how many dollars are trailing, and Ms. Nenni stated the trailing is in the way the Town budgets, but the actual is correct.

Councilor Lee questioned how this will reflect in the coming year's budget. Mr. Coppler stated the Child Development Center has to have a certain number of teachers, therefore, they're spending that amount whether they have 20 more or 20 less children, and that's why the money isn't there in terms of the revenue. He noted they're losing the revenue because they don't have enough children, but they have to have enough teachers because of required ratios. He noted in the past when budgeting, there was reliance on fundraising, but they made structural corrections in the budget, therefore, that is no longer the case.

Ms. Nenni referred to EMS and noted there was a positive variance of \$113,000, and most of this is because they collected more fees than they budgeted. She noted they also had a positive variance in the expenditure budget of \$115,000, and most of this was because money was left over in the gasoline and supplies accounts. She noted there's a difference in the Transfers In of \$181,000, and that's because that is money from the Maciolek Post that they're going to use to pay for the ambulances.

Chairman Kaupin questioned if this includes Medicare, and Mr. Coppler noted the majority isn't the Medicare piece, but rather the private pay that isn't being collected. He noted they're looking at a collection agency to help in this area.

Mr. Coppler stated they want to get on the record a Council resolution about the Medicare piece. He noted a goal would be to establish a review policy for hardship cases. He stated another goal is to be more aggressive with the non-payers.

Ms. Nenni spoke about the Water Pollution Control account and noted last year was a year of transition for Water Pollution Control. She noted they had half a year of ad valorem and a half year user fees. She stated there was a total negative revenue variance of \$656,000, which is primarily due to budgeting the \$660,000 Clean Water grant, and that has not yet come in. She noted the sewer fees are categorized under "Charges for Services", and the first year of user fees came in as budgeted. She noted they budgeted \$1.5 million and it came in at \$1.6 million. She pointed out the budgeted \$1.5 million was only a plug for last year to balance the budget. She noted a full year of user fees was estimated at about \$5.9 million, therefore, half of that should have been about \$2.9 million.

Ms. Nenni referred to the IT budget and noted this is classified as an Internal Service Fund, and there was a negative revenue variance of \$4,879.00 and a positive variance in

expenditures of \$37,156. She noted they had a net increase to their fund balance of \$32,000.

Ms. Nenni stated the tax collection rate for 2014 was 97.95%, which is a little higher from 2013 which was 97.75%. She explained this represents the collection for one year for the grand list. She stated she wanted to demonstrate that they usually collect most taxes with the exception of motor vehicles.

Ms. Froment stated using the marshals as a collection tool has helped.

Ms. Froment stated effective April 1st, her department will be able to go on line and electronically notify motor vehicles when someone's motor vehicle taxes have been paid. She noted people will no longer have to come to the tax office to get a release before going to motor vehicles.

Ms. Froment stated there will be a tax sale April 30th. She noted they started with 48 accounts and are now down to 30. She stated 18 have been paid in full.

LIABILITY AND WORKERS' COMPENSATION

Mr. Coppler stated they wanted to discuss with Council what the recommendation is for July 1st with workers' compensation and liability insurance. He noted the Town is currently with Travelers, and there was discussion about a self-funded plan. He stated it's being recommended the Town stay with Travelers for at least one more year.

He presented some graphs that show year-to-date information from Travelers concerning all of workers' compensation claims for all Town and Board of Education departments. He noted every quarter the Town is paying \$350,000 to Travelers. He noted at the end of the year there will be an initial true-up.

MOTION #2980 by Councilor Hall, seconded by Councilor Mangini to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2980** adopted 11-0-0. The meeting stood recessed at 6:55 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 6:56 p.m.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Mangini, Stokes and Szewczak. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Derrik Kennedy; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen

Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

Chairman Kaupin adjourned the Executive Session at 6:58 p.m. He reconvened the Special Meeting at 6:59 p.m. and stated during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #2982 by Councilor Hall, seconded by Councilor Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2981** adopted 9-0-0, and the meeting stood adjourned at 7:00 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, JANUARY 5, 2015**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, January 5, 2015. The meeting was called to order at 7:05 p.m.

PRAYER – The Prayer was given by Councilor Bosco.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin Lee, Mangini, Stokes and Szewczak. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Derrik Kennedy; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Director of Public Works, Jonathan Bilmes

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #2982 by Councilor Mangini, seconded by Councilor Arnone to accept the minutes of the December 15, 2014 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2982** adopted 11-0-0.

MOTION #2983 by Councilor Arnone, seconded by Councilor Deni to accept the minutes of the December 15, 2014 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2983** adopted 11-0-0.

MOTION #2984 by Councilor Mangini, seconded by Councilor Arnone to accept the minutes of the December 16, 2014 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2984** adopted 11-0-0.

SPECIAL GUESTS

Certificates were presented to all Citizens' Academy graduates.

Chairman Kaupin stated another Citizens' Academy will be held in the fall.

Mr. Kennedy spoke about the success of the Citizens' Academy. He noted this is a ten-week class, and registration begins in the summer for the fall academy.

Chairman Kaupin stated the Police Academy is another successful program.

PUBLIC COMMUNICATIONS

Christine Norman, 16 Sky Street

Stated the water issue in her driveway still hasn't been resolved although she brought it to the attention of the Town back in October. She noted she was told things are being held up because of paperwork in the Town's legal department. She stated her hope this issue can be resolved.

Jack Sheridan, 7 Buchanan Road

Stated his belief there should be better communications between the Town and residents.

Referring to a recent Journal Inquirer article and Michael Dorn's membership with the NRA, Mr. Sheridan stated he was amazed the Town Council and Town Manager didn't know about this fact since it was made known in both of Mr. Dorn's presentations.

Mr. Sheridan referred to Item D on the agenda concerning 350 Enfield Street. He questioned why the Town is bothering with this property.

He referred to Item E on the agenda and the \$131,000 transfer. He stated his impression the Town was saving money in the IT area.

He suggested perhaps they can provide information in the next Citizens' Academy about how the Town and Board of Education put together their budgets.

Robert Tkacz, 5 Enfield Terrace

Stated Board of Education member, Peter Jonaitis, asked Christopher Drezek, the Deputy Superintendent where they got the money for the Suffield Vo-Ag, and Mr. Drezek responded, "a little bit from here and a little bit from there". He noted the real answer is that the money came from the Board of Education's surplus. He pointed out the school system had 20 less teachers this year than last year. He noted level funding their budget was the best thing that ever happened because nothing was cut.

Mr. Tkacz spoke about a new type of bullet proof glass, which is stronger than the glass currently being used. He noted it's called School Guard Glass, and it would slow down an intruder. He pointed out it's much less expensive than bullet proof glass. He stated independent consultants recommend this new glass.

He stated in the past Attorney Bromson did some research and it was learned the public can ask for a legal opinion.

Elizabeth Davis, 201 North Maple Street

Thanked the Town Manager, Assistant Town Manager and Town Council for the Citizens' Academy. She noted each department was extremely professional, and the Question and Answer sessions were excellent.

She spoke about the Suffield Vo-Ag and noted there's no surplus in the Enfield Board of Education funds. She noted they're short funds, and next year, they've already cut a seat from the Suffield Vo-Ag. She stated students have to apply to the Suffield Vo-Ag, and they aren't simply given a seat through a lottery as is done for a CREC school. She feels the Board of Education isn't being properly funded. She noted the number one way to build up Enfield and housing prices is to have the best education possible. She pointed out it's a proven factor that a top notch education increases home values. She urged the Town seriously look at funding education in Enfield. She stated Enfield has amazing teachers, and she hopes the Town will truly stand behind them as they do for the Fire Department and Police Department.

Ms. Davis stated she's not for armed guards in the schools because she feels it's a false sense of security, and those funds could be used elsewhere.

Robert Tkacz, 5 Enfield Terrace

Stated the Suffield Vo-Ag graduated seven students out of 15. He noted they have an 85% graduation rate in Enfield, which is dropping. He stated Enfield has no graduation test. He noted Massachusetts instituted a graduation test 15 years ago, and a student does not receive a diploma unless the test is passed.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Mangini stated Council members received an email from CCM indicating they're having a municipal budget training session this Saturday in Cromwell from 9:00 a.m. to 12:00 p.m.

She encouraged drivers to pull over for emergency vehicles.

Councilor Mangini referred to tractor trailer trucks driving on side roads, i.e., Middle Road and raised the question of whether Enfield has an ordinance curtailing tractor trailer trucks from driving on certain roads.

She noted some streets in Enfield have back-up problems with their storm drains. She noted a few roads with this problem include Raffia Road, Donna and Debra Streets. She suggested perhaps Public Works can look into this issue.

Councilor Mangini stated her impression there was to be a discussion/traffic study for areas such as St. Bernard's Church and other churches in Enfield.

Councilor Bosco stated he spoke to the Town Manager about two months ago concerning Ms. Norman's flooded driveway. He noted he's disappointed to learn this problem hasn't been resolved.

He stated he had three complaints about plows driving through slush with their plows in the up position.

Councilor Edgar stated something must be done about the drainage complaint by Ms. Norman.

He questioned the status of streetlights in Thompsonville.

Councilor Arnone stated he was also under the impression that Ms. Norman's problem was going to be resolved.

Councilor Arnone noted he also saw that some side roads were not plowed.

Councilor Deni stated he had complaints from residents about their streets not being plowed.

Councilor Stokes stated his understanding people were expecting a warm-up to take care of the recent snowfall.

MOTION #2985 by Councilor Lee, seconded by Councilor Mangini to suspend the rules to address under Miscellaneous Items 14 D1, D2, E, F and G.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2985** adopted 11-0-0.

Chairman Kaupin requested an update on the striping of Charnley Road. He noted this issue was brought up in the fall.

He requested the Town Manager review the report from CRCOG and determine what's pertinent and get that out to the Council.

Chairman Kaupin congratulated the Enfield Police Department and all those who participated in the Toys for Joy event. He commended Officer Mike Krzynowek for doing a great job as the lead coordinator.

He congratulated the Enfield High School girls' basketball team for their recent win at a tournament at Fermi High School. He noted Fermi won against Stafford on the following day, and Enfield High then played East Granby and won the championship.

He requested an update on the Sky Street issue.

Chairman Kaupin stated he recently came in from out of town and driving the highways and taking some off streets in Massachusetts and Connecticut. He noted he was shocked when he hit what he considered main roads in Enfield, i.e., Middle Road. He stated he would like the Council given justification for how it's determined a street is treated and how a change in the forecast may change the way they would have treated the streets if they had that foresight. He noted through feedback he was getting, it appeared all the other towns were plowing their roads, and Enfield was not. He stated all weekend long he was waiting for some form of notification from the Town, but he didn't get one tweet or email. He noted he didn't know whether or not there was a parking ban, or whether there was a countdown clock for sidewalk cleaning. He noted the Town has to communicate, and he feels it's unacceptable to receive nothing for the whole weekend.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Coppler stated last year at this time, they did have snow, and they were talking about how good a job DPW did preparing the streets. He noted they're always striving to improve their level of service. He stated he was actually out in other towns on Sunday, and some of those towns were in worse shape. He noted there were roads in Enfield that were in good shape. He stated they typically don't communicate that they're not putting a parking ban in effect.

Mr. Bilmes stated obviously Public Works did not execute as they should have, nor as the Council would have liked them to. He apologized for the problems in the recent storm. He stated they need to work on the communications. He noted by the time they realized they weren't going to get the warm-up that all the weather services predicted, it was already 4:00 or 5:00 Sunday evening. He stated the choices were to call everyone in on Sunday evening, which is what they should have done in retrospect, but instead they went out in the morning and the damage was already done. He stated they'll do everything they can to make sure this doesn't happen again.

Attorney Deneen stated he will follow up on the Sky Street paperwork tomorrow morning.

Mr. Coppler stated he received correspondence from DOT, and they will be installing durable epoxy resin pavement markings along Route 5. He noted DOT typically sends him a notice that such work will be done with the question of whether or not the Town requires a public hearing for that work. There was a consensus by the Council that a public hearing would not be necessary.

He stated the Mayor received correspondence from Agnes Wosko asking to have Alden Avenue renamed. He noted in the eight years that he has been with the Town, the Council has shied away from renaming streets because there is a financial impact to residents and businesses. He stated there's the possibility a dedication can be done, which wouldn't change a street name. Chairman Kaupin suggested everyone talk about this topic within their caucus, and if there's interest they could put it on an agenda.

Mr. Coppler stated he received notice that Councilor Mangini was asked to serve as the Vice Chair of the Finance Administrative Intergovernmental Relations Committee for the National League of Cities.

Mr. Kennedy stated while Councilor Mangini was in Washington a couple months ago, Enfield was recognized by NLC for participating in the Service Line Warrantees Program. He noted if any resident wants any information about the water or sewer line warrantee programs they can go to www.slwofa.com or they can contact him.

Mr. Coppler stated the Council has before them an opinion from the Town Attorney as to the way zoning enforcement is being handled. He pointed out it's okay to use non-zoning officers to go out and check out complaints and submit the information to the ZEO who writes up the complaint and citation.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Deneen referred to the food truck question that came through on New Year's Eve, and that is being addressed.

Councilor Hall questioned whether a log is kept on things that come to the Town Attorney's Office, and Attorney Deneen responded everything is logged in as well as who is responsible for its turnaround.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Enfield High School Renovation Building Committee

Councilor Szewczak noted it has been quiet because of the holidays.

Chairman Kaupin questioned whether any information is available about the broken water pipe at Enfield High School.

Mr. Coppler stated they were able to do all the clean up associated with the water damage. He noted they did do some asbestos tile remediation, and everything was taken care of prior to the opening of school.

Chairman Kaupin questioned whether a December 23rd letter was distributed to staff and students at Enfield High School regarding the asbestos cleaning in the cafeteria, kitchen and girls' locker room. He noted a lot of parents stated that letter was never issued. He requested the Town Manager look into this, and Mr. Coppler stated his belief that letter didn't go out, but he will look into this.

Councilor Lee stated the subcommittee working on Information Technology topics has a meeting date in the near future. He's requesting a meeting date for the Development Services Subcommittee to meet before the first meeting in February. He noted the

primary agenda item is going to be to pick up where they left off with some of the blighted and abandoned properties.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #2986 by Councilor Deni, seconded by Councilor Mangini to remove from the table Item #18.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2986** adopted 11-0-0.

NOMINATION #2987 by Councilor Edgar to reappoint Howard Florian (D) as an Alternate member to the Commission on Aging for a term which expires 12/31/2017.

MOTION #2988 by Councilor Stokes, seconded by Councilor Mangini to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2988** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Howard Florian reappointed to the Commission on Aging by an 11-0-0 vote.

MOTION #2989 by Councilor Edgar, seconded by Councilor Mangini to remove from the table Item #19.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2989** adopted 11-0-0.

NOMINATION #2990 by Councilor Mangini to appoint Yvonne Wollenberg (U) to the Library Board of Trustees for a term which expires 12/31/17.

MOTION #2991 by Councilor Hall, seconded by Councilor Mangini to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2991** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Yvonne Wollenberg appointed to the Library Board of Trustees by an 11-0-0 vote.

MOTION #2992 by Councilor Mangini, seconded by Councilor Deni to remove Item #21 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2992** adopted 11-0-0.

NOMINATION #2993 by Councilor Arnone to appoint Billie-Jean Griffin (D) as an Alternate member to the Loan Review Committee for a term which expires 12/31/2016.

MOTION #2994 by Councilor Mangini, seconded by Councilor Arnone to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2994** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Billie-Jean Griffin appointed to the Loan Review Committee by an 11-0-0 vote.

APPOINTMENTS (TOWN MANAGER)

MOTION #2995 by Councilor Arnone, seconded by Councilor Szewczak to remove from the table Item #8.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2996** adopted 11-0-0.

MOTION #2996 by Councilor Arnone, seconded by Councilor Deni to accept the Town Manager's recommendation to appoint Amy Raymond (D) as a Homeowner member to the Fair Rent Commission for a term which expires 6/30/15.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2996** adopted 11-0-0.

Item C. remained tabled.

MOTION #2997 by Councilor Mangini, seconded by Councilor Edgar to remove Item D. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2997** adopted 11-0-0.

MOTION #2998 by Councilor Edgar, seconded by Councilor Mangini to remove Item D. from the agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2998** adopted 11-0-0.

Item E. remained tabled.

NEW BUSINESS

Item D. will appear on the next Regular Meeting agenda.

ITEMS FOR DISCUSSION

All items have been moved to Miscellaneous.

MISCELLANEOUS

APPOINTMENTS (TOWN MANAGER APPOINTED/COUNCIL APPROVED)

NOMINATION #2999 by Councilor Edgar to reappoint Alan Drinan (U) to the Capital Region Council of Governments Regional Planning Commission.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2999** adopted 11-0-0.

NOMINATION #3000 by Councilor Edgar to reappoint Lori Longhi (D) to the Capital Region Council of Governments Regional Planning Commission as an Alternate.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3000** adopted 11-0-0.

RESOLUTION #3001 by Councilor Mangini, seconded by Councilor Szewczak.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

FROM:	TO:
10040000-499000 Fund Balance	10800092-593012 Transfer Out IT
\$130,866	\$130,866
FROM:	TO:
24040000-488500 Transfer From BOE	24040000-480001 Transfer From
	General Fund (Town)
\$130,866	\$130,866

CERTIFICATION: I hereby certify that the above-stated funds are available as of December 27, 2013.

/s/ A. Lynn Nenni, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3001** adopted 11-0-0.

RESOLUTION #3002 by Councilor Mangini, seconded by Councilor Hall.

WHEREAS, the Town of Enfield has no formal policy on the disposition of Town-owned surplus personal property (personal property); and

WHEREAS, the Enfield Town Council desires to establish a method of valuation for such personal property and a policy for the acceptable and appropriate disposition thereof;

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby adopt the Disposition of Town-owned Surplus Personal Property Policy heretofore attached as "Attachment A."

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3002** adopted 11-0-0.

RESOLUTION #3003 by Councilor Mangini, seconded by Councilor Lee.

BE IT RESOLVED, that the Town Council of the Town of Enfield hereby amends the employment contract for the Town Manager under Section 14, Deferred Compensation Plan, for the period November 1, 2014 through and including October 30, 2015 the Town shall not be required to make any further contribution to the Town Manager's ICMA Retirement Account and in lieu thereof the same sum shall be paid to the Town Manager. Thereafter, the Town Manager shall elect, prior to November 1 of each succeeding year, or until amended by both parties, to have this sum either contributed to his ICMA Retirement Account or paid in lump sum.

Councilor Edgar questioned if this is in lieu of an evaluation, and Chairman Kaupin responded no.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3003** adopted 8-3-0, with Councilor Cekala, Deni and Edgar voting against the resolution.

PUBLIC COMMUNICATIONS

Robert Tkacz, 5 Enfield Terrace

As concerns zoning violations in Longmeadow, it's only necessary to call the Police Department, and they try to handle the zoning violation, and if they are unable to do so, they turn it over to the Zoning Enforcement Officer the next day.

Mr. Tkacz noted he brought up the issue of people parking cars on sidewalks on Pearl Street, and people have to walk in the road. He pointed out a runner in another town was struck by a snowplow because he was in the road. He feels sidewalks should be fully utilized by pedestrians, and pedestrians should not be made to walk out into the road, which is dangerous. He went on to note that if panhandling is illegal in Enfield, it should be enforced.

COUNCILOR COMMUNICATIONS

Councilor Deni stated he noticed in the last couple weeks, there are trucks parked on the tree belt in the area of Spier and Mathewson Avenues, which makes it difficult for cars to see around these vehicles. He noted he'd like this addressed.

ADJOURNMENT

MOTION #3004 by Councilor Stokes, seconded by Councilor Deni to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3004** adopted 11-0-0, and the meeting stood adjourned at 8:40 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Attachment A

DISPOSITION OF TOWN-OWNED SURPLUS PERSONAL PROPERTY

Sections

- I. Purpose.
- II. Definitions.
- III. Guidelines.
- IV. Responsibility for administration.
- V. Determination of value.
- VI. Report to Town Manager—Initial procedure.
- VII. Surplus Property valued at less than two thousand dollars.
- VIII. Surplus Property valued at two thousand dollars or more.
- IX. Exceptions.

I. Purpose.

The purpose of this chapter is to establish a procedure for the disposition of Town-owned surplus personal property.

II. Definitions.

For purposes of this chapter, the following words or phrases shall have the meanings indicated below.

- A. ***Surplus Property*** means tangible personal property owned by the Town of Enfield that has been determined to be unneeded presently or in the foreseeable future, or that is no longer of value or use to the Town.
- B. ***Town Department*** means a department of the Town of Enfield as created by the Town Charter or by the Town Council.
- C. ***Town Manager*** means the Town Manager of the Town of Enfield or his designee.
- D. ***Value*** means an estimate of the reasonable market value of surplus property in “as is, where is” condition.

III. Guidelines.

Surplus property shall be disposed of in a manner that is in the Town’s best interests. Factors to consider in determining the Town’s best interests include, but are not limited to:

- A. Possible future needs of the Town;

- B. Present value of the property;
- C. Likelihood of locating a buyer;
- D. Intergovernmental cooperation;
- E. The general welfare of the citizens of the Town.

IV. Responsibility for administration.

The Town Manager is responsible for the administration of this chapter. The Town Manager shall coordinate the disposition of surplus property and shall assist the Town Council in determining the best method for disposal thereof. Town departments shall cooperate with the Town Manager to ensure the most efficient and beneficial disposal of surplus property.

V. Determination of value.

A Town Department wishing to dispose of any of its surplus property shall estimate the value thereof. If the Department responsible for the property is unable to estimate its value, the Town Manager shall determine the value.

VI. Report to Town Manager—Initial procedure.

A Town department responsible for tangible personal property which it wishes to declare as surplus property shall provide the Town Manager with a description of the property, its location, its condition, and its value.

VII. Surplus Property Valued at Less than Two Thousand Dollars (\$2,000).

The method of disposition of surplus property, the value of which is determined to be less than two thousand dollars (\$2,000), shall be determined by the Town Manager after consideration of the Town's best interests, consistent with the guidelines herein.

VIII. Surplus Property Valued at Two Thousand Dollars (\$2,000) or More.

The method of disposition of surplus property, valued at two thousand dollars (\$2,000) or more, must be approved by a majority of the Town Council in accordance with the following procedure:

- A. The Town Manager shall present a report to the Town Council which shall include the basis for the estimated value of the surplus property and a recommendation regarding the manner of disposal. Such recommendation shall be based on guidelines provided herein to determine the best interest of the Town.
- B. With Town Council approval, the Town Manager may dispose of the surplus property in one of the following ways:
 - 1. Public auction with at least one public notice consistent with State and Town requirements, a minimum of thirteen days prior to the auction date, providing a description of the surplus property, the date and the address of the auction;

2. Internet auction with at least one public notice consistent with State and Town requirements, a minimum of thirteen days prior to the auction date, providing a description of the surplus property, the date and the website address for the auction.
 3. Solicitation of written bids with at least one notice by publication in a newspaper having general circulation in the Town a minimum of thirteen days prior to the bid opening;
 4. Negotiated sale to one or more designated buyers with at least one notice by publication in a newspaper having general circulation in the Town a minimum of thirteen days prior to the proposal deadline;
 5. Transfer to another governmental agency at or below value; or
 6. Lease or loan of the surplus property.
- C. The Town Manager may request Town Council authorization to dispose of surplus property in another manner.
- D. The Town Council by resolution shall determine whether and in what manner the surplus property should be disposed.
- E. If the Town Manager is unable to dispose of the property in the manner specified by Council, the Town Manager shall report back to the Council and make a recommendation for further action.

IX. Exceptions.

If Town ordinances and the Connecticut General Statutes impose special conditions for the disposition of municipal property, Town officials shall comply with those requirements, treating them as limited mandatory exceptions to this chapter.



TOWN OF ENFIELD

January 9, 2015

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of funds for Senior Center -Health New England Grant \$10,000

Councilors:

Highlights

- The grant appropriation is in the amount of \$10,000
- The grant was awarded for the purchase of outdoor fitness equipment
- Pending the approval of Planning and Zoning, the outdoor equipment will be installed on the Senior Center Walking Trail.
- Additional funds and installation will be paid for by the Friends of the Enfield Senior Center.

Budget Impact:

There will be no town expenses used for this grant.

Recommendation:

That the Town Council transfer funds in the amount of \$10,000 from Health New England Grant to purchase outdoor fitness equipment.

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

Senior Center Health New England Grant

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: Senior Center

Athletic/Recreation Equipment	22040440	573500	\$ 10,000
-------------------------------	----------	--------	-----------

FROM: Senior Center

Miscellaneous Contributions/Donations	22044440	417050	\$10,000
---------------------------------------	----------	--------	----------

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 9, 2015


A. Lynn Nenni, Director of Finance

APPROVED BY:  **Town Manager**

Date: 01/16/2015



TOWN OF ENFIELD

January 9, 2015

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Family Resource Center LEGO Children's Fund - \$73,000

Councilors:

Highlights:

- The LEGO Children's Fund has provided a \$100,000 grant to the Town of Enfield for the new Early Learning Academy at Stowe, from October 2014-October 2015 for programming and educational supplies.
- \$73,000 of these funds are allocated for FY 14-15, the remaining \$27,000 will be spent in FY 15-16.
- \$63,000 will fund salaries, purchase classroom furnishings, instructional supplies, office supplies, furniture, technology materials, and promotional materials for the Hazardville Family Resource Center's new location at Stowe School.
- The LEGO Children's Fund has provided \$10,000 for KITE early education programming in health, early care and education and family engagement and support.

Budget Impact:

There are no additional costs associated with this transfer.

Recommendation:

That the Town Council approve the transfer for the Town of Enfield Family Resource Center.

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Transfer

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: Family Resource Center

Salaries	22046098 511000	\$ 15,000
Other Professional Services	22046098 533900	\$ 20,000
Postage	22046098 553500	\$ 500
Printing & Reproduction	22046098 555000	\$ 2,000
Copying & Reproduction	22046098 555100	\$ 1,000
Instructional Supplies	22046098 561100	\$ 12,500
Office Supplies	22046098 561200	\$ 1,000
Food/Food Related	22046098 563000	\$ 500
Furniture & Fixtures	22046098 573300	\$ 17,500
Technology	22046098 573400	\$ 3,000

FROM: Family Resource Center

LEGO Grant	22044470 460098	\$73,000
------------	-----------------	----------

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 9, 2015


A. Lynn Nenni, Director of Finance

APPROVED BY: _____

Town Manager

Date: 01/16/2015



TOWN OF ENFIELD

January 16, 2015

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Providing for the Preservation of Farmland within the Town of Enfield

Councilors:

Highlights:

- Appointments of the Enfield Conservation Commission to be the Agricultural Commission
- Agricultural Commission must develop an inventory of local farmland resources and prioritize those resources
- Establishes a new fund that will be used for the acquisition of farmland or to secure development rights of farmland
- Directs the Town Manager to provide recommendations to Council on how to capitalize the Enfield Farmland Preservation Fund
- Directs the Town Manager and Agricultural Commission to take steps to become a prequalified community in the Connecticut Department of Agriculture's Community Farms Preservation Program
- Requires the Agricultural Commission to present a status report on their activities to Council within six months of adoption of this Resolution

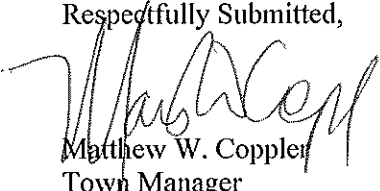
Budget Impact

Budget impact will not be known until a capitalization plan is established by Town Council.

Recommendation

It is recommended that Council adopt the attached Resolution to initiate farmland preservation activities within the Town of Enfield.

Respectfully Submitted,



Matthew W. Copple
Town Manager

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
RESOLUTION #_____

Resolution Providing for the Preservation of Farmland within the Town of Enfield

WHEREAS, in 2009 the Enfield Town Council adopted the Plan of Open Space and Farmland Preservation in Enfield providing an outline of an agricultural preservation strategy for the Town of Enfield; and

WHEREAS, the Enfield Plan of Conservation and Development adopted in 2011 recognizes farmland preservation as necessary to promote farmland viability and maintain the agricultural industry within the Town of Enfield; and

WHEREAS, the Enfield Town Council wishes to further the goals of the Plan of Open Space and Farmland Preservation in Enfield and the Enfield Plan of Conservation and Development by providing for a systematic approach to identify, prioritize, and preserve valuable farmland as a future resource; and

WHEREAS, The Enfield Town Council wishes to participate in the Connecticut Department of Agriculture's Community Farms Preservation Program as a means to accomplish the stated goal of preservation of farmland:

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby take the following steps related to Farmland Preservation:

1. Appoints the Enfield Conservation Commission to be the Agricultural Commission for the Town of Enfield; and
2. Directs the Agricultural Commission to develop an inventory of local farmland resources and provide for the prioritization of these resources using a criteria scoring or ranking system; and
3. Establishes a new fund, designated as the Enfield Farmland Preservation Fund, for the purposes of farmland preservation that shall be used for the acquisition of farmland or to secure the development rights of that farmland to preserve the agricultural character thereof; and
4. Directs the Town Manager to provide recommendations to the Council on capitalizing the Enfield Farmland Preservation Fund; and
5. Directs the Town Manager and the Agricultural Commission to take the necessary steps to become a prequalified community in the Connecticut Department of Agriculture's Community Farms Preservation Program; and

BE IT FURTHER RESOLVED, that the Enfield Council requests that the Agricultural Commission provide to the Council a status report on its activities no later than six months after the adoption of this resolution.

Date Prepared: December 26, 2014
Prepared by: Town Manager's Office

Agricultural Report

Kilam and Bassette Farms, Lead, South Glendonbury

Connecticut Department of Agriculture
Dannel P. Malloy, Governor
Steven K. Reviczky, Commissioner



Linda Piotrowicz, Editor
Wednesday, August 28, 2013

COMMUNITY FARMS PRESERVATION PROGRAM UPDATE

Katherine Winslow, Bureau of Agricultural Development and Resource Preservation

Since 1978, the Connecticut Department of Agriculture (DoAg)'s Farmland Preservation Program has protected primarily large-scale, active farms in Connecticut, working on applications prioritized through a ranking system.

Because smaller farms did not meet the criteria of this longstanding program or were competing with numerous high-ranking farms for the limited funding available, DoAg was unable to preserve them. The owners of these smaller farms then turned to land trusts, towns, or open space programs and often faced stiff competition for any funds that might have existed.

DoAg, along with a group of other stakeholders including Working Lands Alliance, Connecticut Farmland Trust, Inc., and the Connecticut Farm Bureau Association, recognized Connecticut's diverse and small farm operations and the critical role they play in local food systems. These stakeholders supported legislation to preserve small farms of local economic importance, and, in 2008, the Community Farms Preservation Program (CFPP) was born through Public Act 08-174.

In the first few years of this enabling legislation (C.G.S. Section 22-26nn), there was no funding for the CFPP. Nonetheless, DoAg worked diligently with other stakeholders and the Farmland Preservation Advisory Board to prepare criteria with a special emphasis on increasing local capacity to participate in farmland preservation. As farm size trended smaller in Connecticut and smaller farms were identified as a priority, DoAg preserved a

short list of small farms that met the Farmland Preservation Program's minimum criteria.

In December 2011, DoAg Commissioner Steven K. Reviczky announced the designation of \$2 million in Community Investment Act funds for a pilot of the CFPP, stating, "This program is something we see as a valuable component of the state's long-term plan to cultivate sustainable agriculture and food production for the residents of Connecticut."

The program also serves as an adaption measure in the face of a changing climate—a strategy that will deepen the strength, diversity, and resilience of Connecticut agriculture.

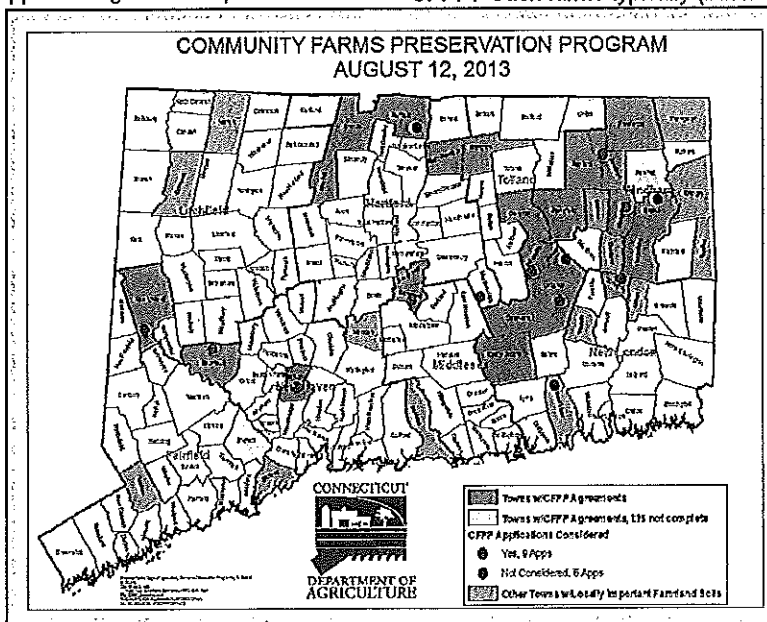
Farms not meeting Farmland Preservation Program criteria because of size, soil quality, or location, but that do contribute to local economic activity through agricultural production, could apply for the CFPP. Such farms typically (but not necessarily) contain fewer than

30 acres of cropland and prime farmland soils (or additional farmland of statewide importance), are active farms in food or fiber production, and have a demonstrated level of community support.

Pilot applications were received until July 31, 2012. To date, the CFPP pilot continues with two farms under contract for the purchase of development rights (PDR), and several appraisals underway.

DoAg expects to make PDR offers to five additional farms within the next three months.

(continued on Page 3)



ADVERTISEMENTS

The Connecticut Weekly Agricultural Report offers affordable classified advertisements for your farm-related needs. See Page 4 for details and rates, or call Jane Slupecki at 860-713-2588 for more information.

FOR SALE

1-R. Blumenthal & Donahue is now Connecticut's first independent NATIONWIDE Agri-Business Insurance Agency. Christmas tree growers, beekeepers, sheepbreeders, organic farmers and all others, call us for all your insurance needs. 800-554-8049 or www.bludon.com.

2-R. Farm, homeowner and commercial insurance—we do it all. Call Blumenthal & Donahue 800-554-8049 or www.bludon.com.

3-R. Gallagher electric fencing for farms, horses, deer control, gardens, & beehives. Sonpal's Power Fence 860-491-2290.

4-R. Packaging for egg sales. New egg cartons, flats, egg cases, 30 doz and 15 doz. Polinsky Farm 860-376-2227.

5-R. Nationwide Agribusiness Insurance Program, endorsed by the CT Farm Bureau, save up to 23% on your farm insurance and get better protection. References available from satisfied farmers. Call Marci today at 203-444-6553.

77-R. Dark brown landscape mulch and screened compost. Large quantities available. Call for discount pricing. 860-767-8501.

98-R. Mediterranean Miniature Donkeys. Adorable adults and foals for breeding, pets and show. 860-729-6310.
www.fosterhillfarmdonkeys.com

99-R. Canton-1850 Post & Beam Farmhouse on 11 acres. Large country kitchen, 1st floor MBR, family room overlooking meadow, heated shop and barn. Ideal for horses, small contractor. Call Clint Charter, Wallace Tustin Tetreault Realty. 860-558-3908.

101-R. High Quality Christmas Trees: Fraser-Canaan-Balsam-Nordman-C2-Roncolor-Blue Spruce-Meyer Spruce-Serbian Spruce. Discounted Commercial Grades available also! Hartikka Tree Farms (800) 508-5099 www.treeman2.com

103. For Sale: 500 Norway Spruce, 6' to 8' high, pruned and available for digging. KRUSHEFSKY'S TREE FARM, Woodstock Valley, CT. Must see to appreciate quality. Call Frank @ 860-942-1818, Fax 860-974-3501. www.enchantedwoodsfolkart.com

105-R. Pigeons for sale-American Flying Flights, young birds \$15.00. Also 4 passenger wagonnet for team or single horse, like new \$3,900. 860-599-0792.

106. JOHN DEERE 3970, 2 row corn chopper, new knives, shear bar, bearings, field ready, \$6,500. KINZE, 4 row corn planter, 30", double frame, no till, excellent condition, \$5,000. 1974 CATERPILLAR D5 dozer, 5034 hrs., 20" pads, 9'6" blade, new pins, bushings and sprockets, tilt blade, power shift, runs and looks great, ready to work, \$14,900. Call 860-537-1974.

107. 1939 J.D. Model B Tractor. Excellent looking and running tractor. Asking \$2,800. Call 860-668-2345 and ask for Tim or leave message.

MISCELLANEOUS

6-R. Farm/Land Specializing in land, farms, and all types of Real Estate. Established Broker with a lifetime of agricultural experience and 40 years of finance. Representing both Buyers and Sellers. Call Clint Charter of Wallace-Tustin Realty (860) 644-5667.

93-R. Bulldozing in Eastern CT. Land clearing and ponds dug, also ponds cleaned. Large farm ponds dug and land cleared for farmers a specialty. Land clearing with root rake to save top soil. Will help with permits. Don Kemp 860-546-9500.

104. Healthy Soils in Action Workshop--An innovative and interactive Soil Health Workshop presented by Eastern CT RC & D Council and USDA-NRCS, CT. Thursday, August 29 8am-3:30pm. Contact Ray Covino at 860-779-0557 or Sal DeCarli at 860-373-7408. Learn about soil amendments, cover crops, nutrient cycling, rainfall demonstrations and more. Location: Woodstock Orchards, Quasset Hill Road, Woodstock, CT. Registration is required.

COMMUNITY FARMS PRESERVATION PROGRAM UPDATE (continued from Page 1)

Evaluation of the CFPP pilot may occur as early as year-end. If funding remains, additional farm applications may be considered.

In addition to the CFPP pilot's success protecting small food-producing farms of local importance are 25 Connecticut municipalities now eligible to participate in joint PDR projects with DoAg. These towns have entered cooperative agreements with the State of Connecticut acknowledging their fulfillment of the following achievements in the area of farmland preservation:

1. Recognizing farmland preservation in the plan of conservation and development or interim town plan for local farmland preservation
2. Establishing an agricultural commission and/or program for farmland preservation
3. Inventorying local farmland resources
4. Prioritizing farms for preservation using a criteria scoring or ranking system
5. Designating a fund for farmland preservation and have a method of funding
6. Requesting identification of locally important farmland soils through USDA's Natural Resources Conservation Service (NRCS)

If a municipality has completed eligibility requirements, it positioned to be able to act, with the state's help, to protect important farmland resources.

Prior to CFPP pilot's launch in December 2011, 11 municipalities had completed joint PDR projects with the state. The number positioned to participate in joint PDR has more than doubled. Those eligible for the CFPP include urban, suburban, and rural municipalities located in all eight Connecticut counties.

The CFPP is off to a successful start, thanks to the Farmland Preservation Advisory Board, and partners including the towns of Lebanon and Columbia, Connecticut Farmland Trust, Inc., and NRCS.

Although it is still too early to evaluate the program, DoAg has experienced some of its challenges.

The process to protect small farms can take as long, or longer, than the longstanding Farmland Preservation Program because municipalities and landowners are new to the PDR process. Some landowners may be less committed to agricultural use only, concerned about future farm-transfer options. Some farms straddle town boundaries, thus involving more partners, coordination, and/or commitment to the project. Estimates of the initial CFPP pilot round exceeded available Community Investment Act funding, so administrative time and expense was involved to leverage federal funds. And, of course, a waiting list of small farm applications received post-pilot deadlines already exists.

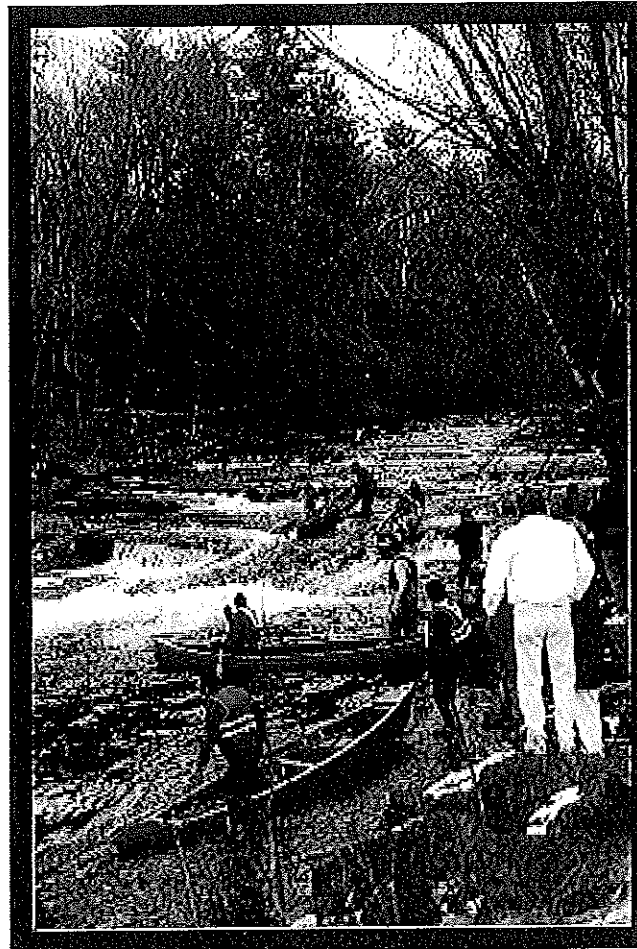
Connecticut agriculture depends upon the viability and sustainability of its farm businesses and upon its resource base of prime and important farmland soils. Small farms are an integral component of the state's agricultural heritage and its future adaptation to a changing world.

DoAg anticipates additional funding for this popular program and encourages interested farmers and towns to discuss eligibility with DoAg by contacting Joseph Dippel, director of the Bureau of Agricultural Development and Resource Preservation, or Katherine Winslow, property agent, by phone at 860-713-2589 or in writing to Connecticut Department of Agriculture, Farmland Preservation Program, 165 Capitol Avenue, Room G8A, Hartford, CT 06106.

Red
file

A PROGRAM OF ACTION:

OPEN SPACE AND
FARMLAND PRESERVATION
IN ENFIELD



A JOINT EFFORT OF:



Town of Enfield Conservation Commission
Capitol Region Council of Governments
The Enfield Planning and Community Development Department

DEVELOPED AUGUST 1999

PARTICIPANTS:

Town of Enfield Conservation Commission:

Joanne Kneiss, Chairperson
Gretchen Pfeifer-Hall, Vice Chairperson
Robert Grunert, Jr., Secretary
Robert Egan
Roger Olsen
George Rigatti
Robert Coro, Alternate

Town of Enfield Planning Department:

Jay Northrup, Assistant Town Planner/Wetlands Agent
Brenda White, Recording Secretary, Conservation Commission
Cheri Hanville, Clerk
Virginia Higley, Secretary

Capitol Region Council of Governments:

Mary Ellen Kowalewski, Director of Community Development
Karen Berchtold, Community Development Planner
Kelly Sharp, Administrative Secretary for Community Development

Funded by:

A Connecticut Resource Protection Project Implementation Grant
awarded by the State of Connecticut, Department of Environmental Protection,
Environmental and Geographic Information Center

TABLE OF CONTENTS

Section One: INTRODUCTION

<i>PROJECT SCOPE</i>	1
<i>OVERVIEW: TOWN OF ENFIELD</i>	1
HISTORIC DEVELOPMENT PATTERN.....	1
TOWN GOVERNANCE.....	1
KEY ENVIRONMENTAL AND LAND USE FEATURES.....	1
DEVELOPMENT ACTIVITY	2
<i>RATIONALE FOR OPEN SPACE PLANNING</i>	2
DEFINITION OF OPEN SPACE.....	2
COSTS AND BENEFITS.....	2
PERCEPTION OF OPEN SPACE	4

Section Two: RECOMMENDATIONS

<i>GOALS, POLICIES, AND OBJECTIVES</i>	5
GOAL AND POLICY STATEMENT.....	5
OBJECTIVES.....	6
IMPLEMENTATION TOOLS.....	6
<i>FUTURE STEPS TO IMPLEMENT THE OPEN SPACE PLANNING PROCESS</i>	7
OPEN SPACE TASK FORCE	7
MANAGING THE OPEN SPACE PLANNING PROCESS	7
PRIORITIZATION OF SITES AND AREAS	7
OPEN SPACE INVENTORY	8
OPEN SPACE MASTER PLAN	8
ADMINISTRATIVE PROCEDURES	8
COORDINATION WITH NEIGHBORING MUNICIPALITIES	8
MAXIMIZE OUTSIDE FUNDING SOURCES	9
EVALUATION CRITERIA TOOL.....	10
OPEN SPACE CAMPAIGN	10
FORMS AND PROCEDURES	10
<i>IMPLEMENTATION TOOLS (NON-AGRICULTURAL)</i>	12
STRATEGY	12
REGULATORY TOOLS.....	12
NON-REGULATORY TOOLS.....	13
<i>AGRICULTURAL IMPLEMENTATION TOOLS</i>	15
STRATEGY	15
REGULATORY TOOLS.....	16
NON-REGULATORY TOOLS.....	16
<i>RECOMMENDED TOOLS FOR SPECIFIC SITES AND AREAS</i>	18
LOWER SCANTIC RIVER CORRIDOR.....	18
UPPER SCANTIC RIVER CORRIDOR	19
CONNECTICUT RIVER CORRIDOR.....	20
FRESHWATER BROOK WATERSHED	20
BEAMAN'S BROOK/PINGO CORRIDOR.....	21
ADDITIONAL CONSIDERATIONS	21

Section Three: CONSERVATION AND PRESERVATION TOOLS

<i>IMPLEMENTATION TOOLS (NON-AGRICULTURAL)</i>	22
REGULATORY TOOLS.....	22
NON-REGULATORY TOOLS.....	24
<i>AGRICULTURAL IMPLEMENTATION TOOLS</i>	33
NON-REGULATORY TOOLS.....	33

Section Four: OPEN SPACE PLANNING BY COMMUNITIES IN THE CAPITOL REGION

<i>FARMINGTON</i>	38
CONTEXT.....	38
IMPLEMENTATION TOOLS.....	38
PROCESS.....	39
CRITICAL ELEMENTS.....	39
<i>GLASTONBURY</i>	39
CONTEXT.....	39
IMPLEMENTATION TOOLS.....	39
PROCESS.....	40
CRITICAL ELEMENTS.....	40
<i>TOWN OF GRANBY</i>	40
CONTEXT.....	40
IMPLEMENTATION TOOLS.....	40
PROCESS.....	41
CRITICAL ELEMENTS.....	41
<i>MANCHESTER</i>	41
CONTEXT.....	41
IMPLEMENTATION TOOLS.....	42
CRITICAL ELEMENTS.....	42
<i>SOUTH WINDSOR</i>	42
CONTEXT.....	42
IMPLEMENTATION TOOLS.....	43
PROCESS.....	43
CRITICAL ELEMENTS.....	44

Section Five: APPENDICES

MAPS

- Map 1: Existing Open Space
- Map 2: Potential Sites for Acquisition/Preservation
- Key to Map 2: Potential Sites for Acquisition/Preservation

ATTACHMENTS

- Attachment One: Project Scope
- Attachment Two: Goals and Policies from Capitol Region Municipalities
- Attachment Three: Minutes from Workshop 1
- Attachment Four: Minutes from Workshop 2
- Attachment Five: Town of South Windsor Task Force Implementation Program
- Attachment Six: Ten Steps in the Development of an Open Space Plan
- Attachment Seven: Minutes from Joint Meeting with Suffield-Enfield
- Attachment Eight: Draft Evaluation Criteria Tool
- Attachment Nine: Application Form for Consideration of Properties for Open Space
- Attachment Ten: Guidelines for Obtaining Real Estate Appraisals
- Attachment Eleven: Guidelines for Stewardship of Protected Property
- Attachment Twelve: Open Space Management Plan

Section Five: APPENDICES

Attachment Thirteen: Forms for Tracking Open Space Property
Attachment Fourteen: Prospective Land Acquisition Submission Form: Recreation and Natural Heritage Trust Program
Attachment Fifteen: Implementation Tools Handout
Attachment Sixteen: Town of Farmington: Easement
Attachment Seventeen: Town of Glastonbury: Easement
Attachment Seventeen (a): Town of Willington: Easement
Attachment Eighteen: Workshop 3 Minutes
Attachment Nineteen: Workshop 4 Minutes
Attachment Twenty: Properties in Enfield Participating in the State Farmland Preservation Program
Attachment Twenty-one: Workshop 4 Minutes
Attachment Twenty-two: Workshop 5 Minutes
Attachment Twenty-three: Northern Connecticut Land Trust By-laws
Attachment Twenty-four A: Evaluation Criteria Tool, South Windsor
Attachment Twenty-four B: Open Space Rating Summary Sheet, South Windsor
Attachment Twenty-five: Evaluation Criteria Tool, Mansfield
Attachment Twenty-six: Evaluation Criteria Tool, Sudbury River Valley Land Trust
Attachment Twenty-seven: Municipal Farm Preservation Land Fund
Attachment Twenty-eight: Techniques to Promote Agricultural Tourism
Attachment Twenty-nine: Considerations for Developing or Expanding Direct Marketing and Agri-Tourism Attractions
Attachment Thirty: Town of Farmington Open Space Acquisition List
Attachment Thirty-one: Town of Farmington Open Space Planning Objectives

Section Six: REFERENCES..... 48

LIST OF TABLES

<u>Table 1: Public Cost of Residential, Commercial, and Open Space Land</u>	3
<u>Table 2: Goals and Policies Statement</u>	5
<u>Table 3: Capitol Region Communities with Fee-in-Lieu of Open Space Provision*</u>	24
<u>Table 4: Bonding Referenda for Open Space Acquisition by Municipalities in the Capitol Region</u>	30
<u>Table 5: Farms in Enfield in State Farmland Preservation Program</u>	35

Section One: INTRODUCTION

PROJECT SCOPE

This report is intended to provide information and recommendations to assist the Town of Enfield with development of an Open Space Planning Program (*Attachment 1*). The project scope includes several broad tasks:

- a. Develop a policy statement in support of conservation and preservation
- b. Discuss various methods that may be utilized to preserve open space.
- c. Work with the Enfield Conservation Commission to define key properties identified on existing inventories
- d. Recommend to Enfield Conservation Commission those methods of conservation and preservation, which are most appropriate, for those properties held.
- e. Conduct research regarding relevant programs and policies in the region.
- f. Provide tools and forms that may be required to administer a program.
- g. Provide recommendations regarding municipal administrative procedures for implementing open space planning
- h. Present guidance on future steps necessary to implement an open space planning process

CRCOG staff gathered information through research, interviews, and conferences. This was supplemented by five open space planning workshops with the Enfield Conservation Commission, and a joint meeting with representatives from the Town of Suffield.

This report provides policy and planning guidance; directs decision-makers toward additional resources; and provide background information from other Capitol Region municipalities.

OVERVIEW: TOWN OF ENFIELD

HISTORIC DEVELOPMENT PATTERN

The Town of Enfield was settled in 1680. By the late 1700's, a group of Shakers settled in the Town and flourished there, until relocating in the early 20th century. By the early 1800's, the river setting attracted industries including: gunpowder, iron works, gristmills, tanneries, and textile mills. The Town core was, and still is, the village of Thompsonville. Other villages include: Hazardville, Scitico, and Shaker Pines. The Town grew rapidly from the 1950's to the 1970's. The population has now stabilized; the estimate for 1997 is 43,136, a decrease of 5.3% from 1990 (Connecticut Department of Public Health).

TOWN GOVERNANCE

The Town has a Council-Town Manager form of government. Planning and zoning authority is combined in one commission. The Enfield Conservation Commission is responsible for both inland wetland administration and open space preservation. The Commission devotes substantial time to wetland issues.

KEY ENVIRONMENTAL AND LAND USE FEATURES

Key environmental features include: the Connecticut River; numerous inland streams and rivers, in particular the Scantic River; a pingo corridor¹; wildlife habitat; and fertile agricultural land. The Town has a regional

¹ A pingo is a geologic feature resulting from glacial activity that usually functions as a vernal pool.

mall, major industrial and service employers, and a state prison. Historic features include: the largest mill renovated for residential use in the state, an historic district, and additional historic sites.

Primary open spaces are the Scantic River corridor, and agricultural tracts east of the Scantic. Protected open space includes: *Scantic State Park*, comprised of select parcels abutting the River; limited recreational sites on the Connecticut River; Town parks; and five farms. The area east of the Scantic is defined as Agricultural Preservation in the Plan of Conservation Development, although steady development is underway there. Enfield has well-established, diverse land uses: from major corporate centers, to substantial and productive agricultural tracts, to major riparian corridors.

DEVELOPMENT ACTIVITY

Approximately 68% of the Town's land area is developed. Total developed land is 14,817 acres, of a total of 21,914 acres (Plan of Conservation and Development, p. 29). Development pressure continues to be strong, and there are several subdivision projects underway. Many undeveloped sites are zoned for commercial or industrial use. Several large farms are for sale.

RATIONALE FOR OPEN SPACE PLANNING

DEFINITION OF OPEN SPACE

The term "open space" refers to land with at least some protection from development. Some tools provide temporary protection, but tools that offer permanent protection are far more effective. This well-accepted model defines six functional categories of open space (Gibbons):

Categories of Open Space by Function

- 1) Natural Resource Protection
- 2) Outdoor Recreation (active and passive)
- 3) Resource Management
- 4) Protection of Public Health and Safety
- 5) Areas that Shape Community Character or Design
- 6) Historic, Archaeological, or Cultural Sites

COSTS AND BENEFITS

The costs and benefits of open space can be analyzed, much like any other municipal investment. Such analysis indicates that municipal planning for open space preservation provides substantial benefits over time. Some benefits can be quantified in financial terms; others are more difficult to quantify.

Quantifiable benefits include:

- Proximity to preserved open space enhances property values (Lincoln Institute of Land Policy, p. 3).
- Open space has "natural systems value." Flood plains and wetlands are natural systems for flood control and pollution prevention; construction of equivalent systems is costly.
- Open space may be part of a "working landscape" that provides market-valued goods such as crops and animal, wood, and other natural products
- Hunting and fishing provide user fees.
- Open space resources may contribute to tourism industry.
- Provision of space for recreation.

Unquantifiable benefits include:

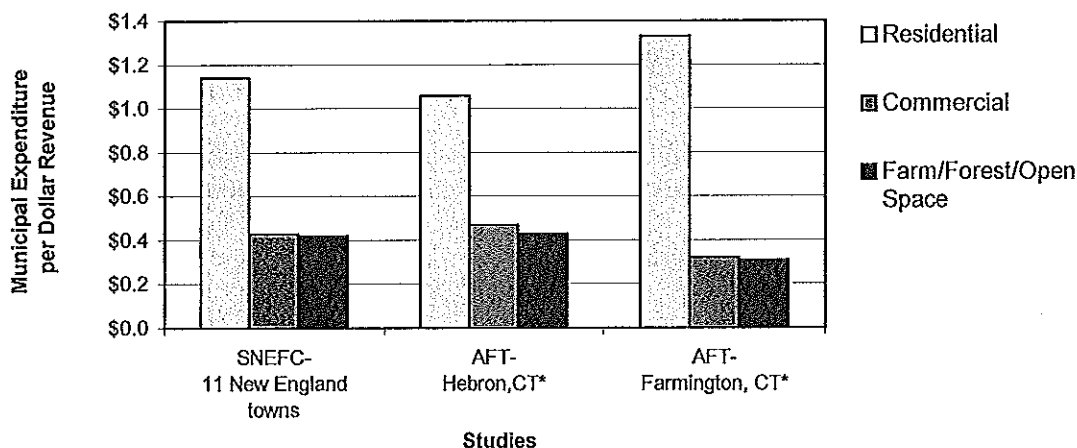
- Open space helps define a community's "sense of place."
- Public open space is a "non-excludable" public good to which everybody has equal access.

- Satisfaction is derived from connection with the natural world.
- Improvement/enhancement of quality of life in the community.

The fiscal and economic implications of open space need to be examined. Towns rely heavily on property taxes for operating revenue. Conversely, they expend funds to maintain various land uses. Some open space preservation tools keep land on the tax rolls, while others do not. Some categories of open space, such as farmland, public recreational facilities, and some privately held open space, generate revenue. Several studies have been conducted that compare the expenditures that open space require to the revenue that it generates. These studies consistently concluded that agricultural and open space land requires a much lower level of public expenditure than residential land. One well-respected study analyzed eleven diverse communities throughout Southern New England, and concluded that open space land actually *generates* revenue for towns, while residential land *requires* it (Southern New England Forest Consortium). Therefore, conversion of agricultural and forest to development is not advisable on a financial basis alone (Southern New England Forest Consortium). In Connecticut, data indicate that residential land requires public expenditures more than twice that for open space and agricultural land (American Farmland Trust, SNEFC).

Table 1: Public Cost of Residential, Commercial, and Open Space Land

For each dollar paid in taxes, the following public expenditures are made for residential, commercial, and open space land uses:



* Commercial category includes industrial land use.

Sources: SNEFC (Southern New England Forest Consortium). *Open Space Helps Balance Municipal Budgets*.

AFT (American Farmland Trust). 1999. *Fact Sheet: Cost of Community Services*.

Also, it should be noted that the values in Table 1 only consider tax revenue and expenditures, and do not include the many quantifiable and unquantifiable benefits of open space that are listed above. The American Farmland Trust provides a methodology for a municipality to undertake their own "Cost of Community Services" study².

² For methodology, consult the website: www.farmland.org. Navigate to "Farmland Information Library", then Cost of Community Services fact sheet.

In addition, open space may actually promote fiscal growth because credit agencies often perceive land conservation and planning as a benefit, and unmanaged growth as a negative (Woodeshick). Open space may be one factor that contributes to an upgrade of a municipality's bond rating (Woodeshick). Thus, when open space and farmland are well chosen and managed, they are sound municipal investments.

The majority of citizens of Enfield have already expressed their belief that open space can benefit the community. Consensus for open space preservation tends to gather momentum as towns become more developed and open space becomes a scarce commodity, and this is the case in Enfield. A survey of Enfield residents revealed that 93% support protection and acquisition of open space, particularly along the Scantic and Connecticut Rivers. Also, citizens consistently supported increased passive and active recreational opportunities, protection of the integrity of neighborhoods, and preservation of rural character (Plan of Conservation and Development, p.33). Thus, citizens recognize and support the diverse benefits that open space can provide.

PERCEPTION OF OPEN SPACE

The term "open space" is subject to a wide range of interpretations, both positive and negative. A community that embarks on an open space planning program must anticipate some concerns regarding the concept of open space. Potential concerns include: informal gatherings that generate noise or unwelcome activity; dumping of refuse; encroachment of residential uses into public open space; or deficient maintenance that leaves spaces unkempt or unsafe. Communities that undertake a public dialogue regarding open space must be prepared to address these concerns.

Also, landowners are likely to be concerned about the effect of regulatory and non-regulatory tools on the development potential of their property. Strong opposition can defeat an ill-considered open space plan. Suggestions for avoiding this scenario include:

- 1) Implementing a public participation process that includes all affected parties;
- 2) Proceeding cautiously, particularly when discussing large tracts of open space, such as agricultural land (Leslie);
- 3) Designing effective educational material; and
- 4) Responding to citizen concerns.

Section Two: RECOMMENDATIONS

GOALS, POLICIES, AND OBJECTIVES

GOAL AND POLICY STATEMENT

Goals are broad statements that clarify a community's values. They are essential to guide the planning process, and may evolve over time. A goal is "an ideal future condition to which the community aspires" (Kaiser et al, p. 262). Policies are actions to be undertaken by a government or organization to achieve a goal. A Goals and Policies Statement provides a framework to evaluate the effectiveness of a planning program.

Two workshops were devoted to assisting the Conservation Commission to develop a Goals and Policies Statement. The participants reviewed goals from other municipalities in the region (*Attachment 2*). They defined seven broad goals listed in order of priority. Each goal is supported by several policies.

Table 2: Goals and Policies Statement

GOALS	POLICIES
GOAL 1: Preserve and protect the Town's natural resources: hills, rivers, streams, ponds, floodplains, pingos, and aquifers, and protect habitat of both flora and fauna.	<ul style="list-style-type: none"> • Develop strategies to ensure the protection of parcels with unique habitats and natural features as identified by Department of Environmental Protection wildlife inventories and local knowledge; prioritize areas for protection. • Develop strategies to provide supplemental protection to the Town's three primary aquifers. • Expand inventory of protected parcels to create open space corridors along the Scantic and Connecticut Rivers. • Implement techniques to protect fragile terrace escarpments. • Explore ways to coordinate natural resource protection efforts with other public and private organizations: state, land trusts, industrial and commercial, prison, utilities.
GOAL 2: Preserve prime agricultural lands and farmland as an industry and open space amenity.	<ul style="list-style-type: none"> • Evaluate existing agricultural land preservation programs and ways to supplement them. • Improve the viability of farming in Enfield by implementing innovative ways to market farm products. • Identify farms of special significance for priority protection/possible Town venture. • Investigate opportunities for coordination with North Central Connecticut Tourism District.
GOAL 3: Preserve floodplains and natural drainage areas.	<ul style="list-style-type: none"> • Identify key flooding sites where there are no existing development limitations for preservation efforts. • Be cognizant of potential flooding impacts in development review process.

GOALS	POLICIES
GOAL 4: Preserve and enhance the historic and cultural heritage of the Town.	<ul style="list-style-type: none"> • Coordinate open space planning with historic and cultural heritage preservation efforts.
GOAL 5: Expand opportunities for passive recreational uses where such uses are compatible with ecosystems.	<ul style="list-style-type: none"> • Identify opportunities for developing low impact trails in proximity to residential areas.
GOAL 6: Develop network of linked open spaces to support passive rec. and habitat	<ul style="list-style-type: none"> • Identify future open space corridors such as Scantic and Connecticut Rivers. • Identify key parcels that link existing or proposed open space.
GOAL 7: Utilize open space to enhance the quality of life in residential areas and to preserve unique scenic features of Town.	<ul style="list-style-type: none"> • Identify tools for creating buffers between commercial/industrial development and residential areas. • Evaluate the distribution of open space by neighborhood and promote equitable distribution through future open space planning. • Develop strategies to preserve key scenic features and vistas as identified in scenic vista survey (such as the drumlins in eastern portion of Town and Connecticut River Island views); prioritize these sites for protection.

Identifying open space corridors, such as the Scantic and Connecticut Rivers, is important. Also, open space parcels should be linked to create trail systems. The members support protection of fragile terrace escarpments along the Scantic River. The Conservation Commission members felt the process should emphasize passive, rather than active, recreational sites (*Attachment 3 and Attachment 4*).

OBJECTIVES

Goals and policies are supported by objectives. An objective is “an intermediate step toward attaining a goal and is more tangible and specific” (Kaiser et al, p. 262). Objectives may define location, a time element, and a measurable quantity, for example, meeting state water quality standards by the year 2005. The workshops did not address objectives. However, objectives are important because they are specific, and thus help to implement the plan.

IMPLEMENTATION TOOLS

Implementation tools are very specific techniques for preserving land. They include: governmental and private programs, ownership methods, land use regulations, legal instruments, and financing techniques.

FUTURE STEPS TO IMPLEMENT THE OPEN SPACE PLANNING PROCESS

OPEN SPACE TASK FORCE

The Town should designate an *Open Space Task Force* or committee to coordinate an open space planning process. The Task Force should represent a broad range of community interests, with an emphasis on environmental issues. The statutory authority for open space planning currently rests with the Conservation Commission³. However, most communities have found that a broad-based Task Force is most effective. It is critical that the Conservation Commission be well represented on such a task force, for its members have extensive knowledge of the Town's natural and built features. The Task Force should devise a means for channeling Conservation Commission input to the Task Force.

Task Force membership should include representation from:

- Conservation Commission (at least 3 members).
- Land Trust (at least 1 member).
- Business, real estate, or development.
- Wildlife or environmental background (several members).
- Town Council.
- Planning and Zoning Commission.
- Planning Department.
- Dept. of Public Works or Engineering.
- Schools.
- Agriculture.

It is critical that several individuals contribute management skills. It is important to invest time and resources to set up a Task Force Implementation Program. South Windsor provides one model (*Attachment 5*).

The term "Task Force" will be used in the following discussion to refer to the decision-making group that may, in the future, be designated to implement the open space program.

MANAGING THE OPEN SPACE PLANNING PROCESS

Open space planning is a long-range process, with many medium- to short-range tasks that require coordination. We recommend that the Task Force that is delegated to manage the process follow the steps outlined by Jim Gibbons, of the University of Connecticut Cooperative Extension System, in "Ten Steps in the Development of an Open Space Plan" (*Attachment 6*). The Task Force should be selected before the development of the Plan.

PRIORITIZATION OF SITES AND AREAS

The workshop participants identified approximately fifty properties that should be considered for potential preservation efforts. The participants elected not to prioritize sites at this time. By casting a "wide net," the Task Force can position itself to take advantage of funding opportunities and available properties, as they arise.

³ C.G.S. Section 7-131a.

Prioritizing preservation areas is *critical*, so that the “big picture” strategy is made clear. The Committee should eventually prioritize sites. In some municipalities, the prioritization process begins with the definition of objectives (*See Objectives*, p. 6). A broader inventory of potential sites can be maintained concurrently with a list of high priority sites. There are several advantages to defining specific sites: the process will be more focused; key parcels are less apt to be overlooked; and priorities will be made public. A scenic inventory of key features can advance the prioritization process.

OPEN SPACE INVENTORY

An inventory of Town land and protected sites is the most important informational component of the open space plan. Investing resources in a good inventory is a sound investment because it will help focus the land acquisition and preservation process, and can help secure funding. The data should be stored in a Geographic Information System (GIS), which can record specific data for each parcel. However, other data sources will be required. Jim Gibbons of Cooperative Extension System developed a “Manual of Mapping Techniques for Natural Resources Inventories,” which is a good place to start. This task can be accomplished by student interns or a consultant. Also, the NEMO Project at the Cooperative Extension System has offered to provide assistance to the Town in identifying and locating data sources.

The Town of Granby provides a good inventory model. The Town identified valuable resources, such as steep slopes, water features, and wildlife habitat. This area formed the core preservation area. The inventory included a scan for most developable parcels (Armentano).

A good inventory can help the Town to secure additional funding. A good inventory and accompanying map provide valuable information for grant reviewers; may add points in the review process; and make the application easier to process (Clapper). The Town should supply a colored map that shows protected public and private open space, ownership, environmental features, and deed restrictions. In addition, a mapped inventory is an additional indicator that the Town is engaging in a comprehensive open space process.

OPEN SPACE MASTER PLAN

An Open Space Master Plan is a document that brings the Open Space Inventory and the Plan of Conservation and Development together. The Plan designates priority areas and sites. The Plan can help to link the Open Space Inventory with designated tools and policies, by area. The Task Force should help to develop the Master Plan, with extensive public input.

ADMINISTRATIVE PROCEDURES

The Assessor’s Department performs an important function in the open space process. An assessor can inform citizens regarding tax information, and assist them in gathering information. The Town should use database software and files that can be shared by the Assessor’s and Planning Departments.

COORDINATION WITH NEIGHBORING MUNICIPALITIES

Suffield

Representatives from the Town of Suffield met with the Enfield Conservation Commission to share ideas and begin collaborative efforts (*Attachment 7*). A Draft Open Space Plan was recently completed for Suffield, and its Plan of Conservation and Development is under revision. The Plan supports designation of an Open Space Committee to develop objectives and tools. Important open space corridors include: the Metacomet Trail and a bikepath that leads to Simsbury, both on the western side of town.

Participants agreed that Connecticut River Corridor yields the best opportunity for collaboration. All agreed that joint efforts would enhance opportunities to secure funding, particularly if the funding agency supports regional goals. They stated that it is important to set priorities so specific projects may be quickly advanced. These cooperative efforts should be publicized.

The participants identified the following opportunities for collaboration:

- 1) Jointly approach Northeast Utilities regarding future plans for their Connecticut River properties; indicate interest in purchase, and continue similar collaborative approach in the future.
- 2) Indicate specific interest in King's Island.
- 3) Explore opportunities to enhance the Enfield Dam.
- 4) Incorporate plans for future Route 190 improvements into open space plans. Open space proximate to the bridge will be pedestrian and bicycle accessible by residents from both communities.
- 5) Develop consistent policies regarding the Connecticut River.
- 6) Explore potential for restoration of the old bridge in Thompsonville.
- 7) Enfield received Wildlife Habitat Improvement Program (WHIP) funding from the Natural Resource Conservation Service that could be used to develop a series of educational signs for various species along the Connecticut River Corridor. This could be undertaken in Suffield, as well.
- 8) Identify opportunities to share and integrate recreational opportunities along the river. For example, picnic spots would be accessible by canoeists from across the river.

Items 4 and 7 were identified as priority projects. Both towns should identify representatives to continue these discussions.

East Windsor

Coordination with East Windsor should focus on the Scantic River corridor. East Windsor applied for a *Small Cities Grant* to develop a fully accessible recreational facility on the Scantic River. The Department of Environmental Protection owns a parcel on the town line, and the Task Force should investigate future plans for the parcel. Workshop members suggested that Enfield and East Windsor coordinate efforts to preserve the pingo corridor in the southwest corner of Enfield. However, that area is not a focus for preservation efforts in East Windsor at this time (DeVoe). Coordinated efforts along the Connecticut River should be explored.

Somers

The towns of Somers and Enfield share the Scantic River and a substantial agricultural corridor. Somers is primarily rural, with substantial open space. An Open Space and Trails Subcommittee, an offshoot of the Planning Commission, is focusing its efforts on trail development and viewshed preservation. The *Northern Connecticut Land Trust* is fairly active in Somers, and the Shenipsit State Forest provides a large tract of open space. Approximately 10% of Town land is preserved under the State Farmland Preservation program.

The best opportunities for collaboration with Somers are:

- Extension of a trail from Scantic State Park east to Somersville Pond; and
- Preservation of contiguous agricultural tracts.

MAXIMIZE OUTSIDE FUNDING SOURCES

The Task Force should strategize to maximize potential grant and fundraising opportunities. One member should be delegated to oversee this important function including: coordinating Task Force and municipal staff activity, and understanding what types of land various public and private organizations support. For example,

the Department of Environmental Protection seeks to preserve larger parcels that are regionally accessible and significant from a statewide perspective.

EVALUATION CRITERIA TOOL

An *Evaluation Criteria Tool* provides criteria to evaluate potential open space acquisitions or subdivision dedications. The workshop participants concluded that use of such a tool would be important in the open space planning process. The criteria are applied to each parcel, and the scores are tallied for a final score. This tool requires decision-makers to assess the quality of the site and the feasibility of uses *before* acquisition.

CRCOG staff developed a model based on a tool developed by the Town of South Windsor. The Draft Tool has two parts:

- 1) Suitability of parcel as public open space;
- 2) Potential for parcel to meet open space goals (*Attachment 8*).

The participants suggested that criteria for environmental contamination and development potential be added. The tool will need to be tested and refined to have confidence in its measurement. Even without the scoring feature, the tool can serve as an evaluation checklist.

OPEN SPACE CAMPAIGN

The Town and Task Force will need to enlist the assistance, support, and ideas of citizens if the plan is to be successful. Specific ideas will be needed to develop a master plan. If citizens have an opportunity to voice their needs, they can be more effectively addressed. Developing a set of brochures to help citizens preserve their land and participate in the process would be a wise investment. The brochures could be similar to the brochures published by the Town to assist citizens with development applications. The brochures can:

- Encourage donation of properties, and direct individuals to appropriate resources.
- Encourage participation in a local or regional land trust.
- Explain the benefits of easements and other tools.
- Explain farm preservation options.
- Provide ways for citizens to become involved in the planning process.
- Illustrate the comprehensive nature of open space planning by bringing all the programs together.

FORMS AND PROCEDURES

These forms and procedures are essential to implementation of a comprehensive open space planning program. The details and associated procedures may vary based on the Implementation Process.

Application Form for Consideration of Properties for Open Space

This form is provided to an individual or organization that wishes to donate gifts of land or preserve a property. It is designed to gather basic data to expedite the review process. The Town should designate an individual to respond to questions about the form, and a department to process it, ideally the Planning Department (*Attachment 9*).

Procedures for Town Purchase or Receipt of Gifts of Land

It is critical that Town officials establish clear procedures for potential land donors. The Task Force should designate one official to facilitate the process by providing appropriate forms and information, and direct the individual to the appropriate organization (*see recommendations by Francis Armentano, p. 27*). This process is handled differently by various towns. In towns without an Open Space Task Force, the individual is

directed to the Council, and the property is considered for potential purchase. In other towns, the individual is directed to a land trust. In Enfield, the designated official should refer the individual to the Task Force, so it can determine whether the property merits Town purchase, or is better managed by a land trust.

Guidelines for Obtaining Real Estate Appraisals

The Department of Environmental Protection developed a format for preparation of a real estate appraisal (*Attachment 10*). The format describes what an appraisal should include. It notes that the *Uniform Standards of Professional Appraisal Practice* must be complied with in all appraisal reports. The format lists three types of appraisals: 1) Direct Sales Comparison Approach; 2) Cost Approach; and 3) Income Approach. The municipality will need to assess which approach is most appropriate. Land Trusts are also a good source of information about appraisals.

Guidelines for Stewardship of Protected Property

(*Attachment 11*).

Management Plan

This form provides the management plan for municipal parcels (*Attachment 12*). The form describes the basic characteristics of the property, as well as short- and long-term actions to be taken, and would probably be completed by a Task Force Subcommittee. The form should indicate specific actions and timetable for maintenance required by Town departments. The schedule of tasks should feed into a master schedule for property maintenance. The Task Force should periodically reassess each Management Plan.

Forms for Tracking Open Space Property

These forms record and track the specific actions and dates the actions were taken (*Attachment 13*).

Procedural Issues to Facilitate Department of Environmental Protection Purchases

The Department of Environmental Protection has indicated that communities which undertake procedural requirements on their own may facilitate the DEP land acquisition process (Clapper). The Department of Environmental Protection has not designated funding for acquisitions in the Scantic State Park corridor. However, the Town can submit applications to the *Recreation and Natural Heritage Trust Program* for review for potential land acquisition. There are three requirements: 1) map of property that can be transposed onto USGS information, such as a traced assessor's map or A-2 survey; 2) brief description of property; and 3) application (*Attachment 14*). In addition, the submittal should include a mapped inventory of Town land (see *Open Space Inventory*, p. 8). The submittal information must be complete and accurate. The Town should make the form available, and assign a knowledgeable contact person to assist the landowner with procedural requirements. Individuals at the DEP are available to provide additional information⁴. The DEP has maps that show properties that have already been reviewed.

The DEP rates potential acquisitions by these criteria:

- 1) Is the parcel contiguous to DEP holdings?
- 2) Is the parcel in a priority acquisition area?
- 3) Does the parcel border on water?
- 4) Can the parcel accommodate recreational facilities? (not too sloped or wet, with potential road access)
- 5) Is the parcel unprotected by land use regulations? (If it is not developable, the Department of Environmental Protection is less apt to acquire it).

⁴ Suzanne Barkyoub (860)424-3077 can assist individuals with application and submittal information requirements; Chuck Reed (860) 424-3016, Director of Land Acquisitions, can provide additional information.

IMPLEMENTATION TOOLS (NON-AGRICULTURAL)

This section provides recommendations for implementation tools identified through research, interviews, and workshop input. It is divided into two sections: Regulatory and Non-regulatory. Implementation tools were discussed at the second workshop, and a handout was provided (*Attachment 15*).

STRATEGY

There is an urgent need to implement an Open Space Plan in the Town of Enfield. Much of the land was developed prior to the present awareness of the importance of natural systems, and development continues to proceed rapidly. The remaining environmental features are threatened, and there is a great need for passive recreation space.

The Task Force should develop a strategy that incorporates a range of tools for several reasons:

- 1) Open space planning should be viewed comprehensively – there are many creative ways for implementing open space goals;
- 2) A range of tools can help insure that burdens, costs, and benefits are distributed more equitably across the citizenry; and
- 3) Tools may be eliminated during the process for political, administrative, or financial reasons. Communities that succeed in preserving open space share a common element – they implement a wide range of tools.

REGULATORY TOOLS

Environmental Overlay Protection District

The Town should implement a “River Protection District” to preserve the fragile terrace escarpments and vegetative buffer along the Scantic River. Such a tool will preserve these natural features in a comprehensive manner, rather than a case-by-case basis. The escarpments should be mapped in the Inventory. The Task Force should review current literature and develop environmental criteria that can be implemented as an “overlay district.” These regulations need not be burdensome. Suggestions for criteria include:

- Adequate vegetative buffer between structures and escarpments.
- Stormwater management techniques to reduce erosion.
- Limits on the removal of vegetation and earthmoving across the site so natural topographic features are retained.
- Stabilized, limited access to riverbanks.
- Protect vistas.
- Protect pingos.

These regulations would be similar to a “Traprock Ridge Protection District” or the “Conservation Zone” along the Connecticut River. The “Traprock Ridge Protection District” is an environmental overlay protection zone permitted by C.G.S. to protect the natural and visual qualities of rock ridges by applying additional development criteria to a mapped zone. The rationale behind such a policy, and the extent of application, must be endorsed by the Plan of Conservation and Development. The Planning and Zoning Commission has the authority to approve and implement such regulations. Commission members should consult with the Town Attorney and Planning Department, in order to develop an ordinance that is legally defensible.

Also, the issue of riverbank erosion was identified as a priority by the American Heritage Rivers program (See River Corridor Preservation, p. 31).

Subdivision Regulations

Workshop discussions did not emphasize subdivision regulations, yet they have an important role in open space planning. Many communities in the Region seek to improve the quality of open space required by open space dedications, and to coordinate them with the Town's comprehensive open space plan. Enfield can pursue these objectives, as well. Given the Town's concern regarding flood control, flood prone areas should be a major focus in development negotiations.

One difficulty regarding subdivision open space is that it must meet many goals: active recreation needs vs. preservation of environmental features; and centralized open space versus connections with abutting parcels. Also, developers generally define open space dedications to their benefit. The Commission can exert more control over open space negotiations by forwarding proposals to the Task Force, and incorporating their recommendations into the approval process. The Council may need to refine the steps in the development negotiation process to accommodate Task Force input.

The Town should encourage implementation of a cluster subdivision ordinance (conservation, open space) to encourage the protection of open spaces and environmental features. It would be particularly appropriate for application in the Town's agricultural areas.

NON-REGULATORY TOOLS

Easements

Easements can and should be implemented more frequently in Enfield. However, because the Town is substantially built out and easements are most effectively implemented through subdivision negotiations, they will not play a dominant role. Easements should be implemented by:

- 1) Pursuing all opportunities to apply them in proposed subdivisions along river/brook corridors to preserve key features as identified in the Open Space Inventory, and preserve access to future trail networks. The proposed subdivision on the Scantic River at Town Farm Road is a good opportunity for application.
- 2) Initiating discussions with residents in existing subdivisions to create corridors to open space, and to provide connections between residential areas.
- 3) Negotiating to impose easements at existing and future corporate sites, particularly large campuses, so key environmental features are preserved.
- 4) Coordinating easements with features identified in the Inventory.

Under current procedures, the Planning and Zoning Commission requires easements, and the Council officially accepts them. In the future, the Task Force should provide some input regarding easements.

The issue of municipal liability for accidents that occur on easement tracts was raised by workshop participants. After discussion with attorneys and planners in the Region, it was concluded that easements do not impose additional liability on a town. This issue is addressed more extensively in *Implementation Tools: Non-Regulatory Tools, Easements* (page 26).

The Task Force should take the lead in drafting easements. Important issues include:

- Whether private or public maintenance is required; and
- Whether public access is allowed.

Several model easements are provided:

- 1) *Town of Farmington (Attachment 16)*: This easement presents very good, specific requirements for owner's use of the land. The municipality is responsible for clearing debris and vegetation, and for maintenance. The landowner must obtain permission from Conservation Commission to remove vegetation. Public access is not permitted.
- 2) *Town of Glastonbury (Attachment 17)*: This easement agreement is similar to the previous example, but includes a "Finding of Violation" section and permits public access (pg. 2).
- 3) *Town of Willington (Attachment 17a)*⁵: Good guidelines for limiting use of the land; acceptable activities; and provisions for restoration in case of violation.

Fee Simple Purchase

Enfield should strongly consider launching a campaign to establish an open space acquisition fund. Implementing such a fund is an effective way to jump-start an open space plan, because it allows a town to act quickly to purchase land. Even a small fund provides some liquidity, as well as funds for matching grants. Land costs are high, and such a fund provides an additional funding source. It can be established through bonding, general appropriations, or other techniques.

An important, related consideration is funding capital improvements for sites. Degraded parcels may require substantial capital improvements to enable public use, and such is the case with some key parcels in Enfield. The decision-makers will need to take these costs into consideration as they make acquisition decisions. It is more difficult to identify funding sources for capital improvements than for acquisition costs.

Land Trust

The Town's open space supporters – its citizens, Task Force, and officials - should endorse the creation of a land trust that serves Enfield exclusively. This would afford Enfield citizens greater control over the acquisition process; expedite the process; and provide an additional preservation tool. As an alternative, open space supporters could seek better coordination with the *Northern Connecticut Land Trust*.

Workshop participants suggested that some Enfield citizens that are advancing in years may wish to have their land preserved. A land trust is the most expeditious way to manage these properties.

Significant effort is required to create a land trust (See *Active Land Trust*, p. 28, and *Key Points for Future Implementation*, 28). The Task Force can support a new Land Trust in several ways:

- Seek funding from corporate citizens. The Task Force can begin by enlisting support from one corporate partner. Given the many corporate sites in the town, even small corporate donations would be helpful.
- Share information and data with the trust; for example, the Open Space Inventory.
- Encourage collaboration between municipal open space interests and the land trust.

Town officials can also support the land trust by implementing the additional measures outlined in "Land Trusts" (p. 27).

Greenways

The Town is deficient in passive recreational facilities, as noted by citizens in the consultant (Enfield Plan of Conservation and Development, p.33). Greenway development should be a major focus and will serve

⁵ This model easement was drafted by Attorney Mark Branse.

multiple goals: flood control, habitat protection, enhancement of water quality, and provision of passive recreation space. There are various programs for financial assistance, as well as good models in the region, such as in Manchester and Hebron.

These factors should be considered in greenway development:

- Create links with educational facilities, where possible.
- Designate greenways in major watersheds, such as Scantic or Freshwater Brook, then look for smaller applications.
- Create good access points to residential areas, and plan for public access that does not create significant impact to neighborhoods.
- Create greenways as buffers between neighborhoods and more intensive land uses (as identified in Plan of Conservation and Development).

The Connecticut Greenways Council conducts meetings across the State. A representative from the Task Force should contact this organization and become familiar with its resources.⁶

Open Space to Enhance Residential Areas

The Town has many older residential neighborhoods of moderate density. These neighborhoods lack sufficient open space amenities. Below are several suggestions to incorporate open space in residential areas:

- *Community Gardens.* Community gardens provide a range of benefits, and there are models in Hartford, Granby, and West Hartford. The Town will need to identify small public parcels for farming; provide modest funds for supplies; and identify a volunteer coordinator. Collaboration could be sought from 4-H and scout groups, schools, food pantry volunteers, community development groups, neighborhood associations, and retired citizen organizations.
- *Parklets.* Parklets are small parks tucked into residential areas. Workshop participants emphasized the preservation of larger, pristine spaces. However, there may be opportunities to create small parks that serve dense neighborhoods.
- *Buffering residential areas.* Workshop participants identified protection of neighborhoods from more intensive land uses as a primary concern. Buffering also enhances community character.

AGRICULTURAL IMPLEMENTATION TOOLS

STRATEGY

The Town needs an agricultural preservation strategy that is coordinated with the broader open space planning strategy. The Task Force can oversee the agricultural preservation strategy, but should consider designating an agricultural subcommittee that includes individuals with agricultural expertise. Agricultural tools were discussed at the third workshop (*Attachment 18*), utilizing a handout (*Attachment 19*). The community will need a package of diverse tools to implement a successful farm land preservation program.

The Task Force can proceed by:

- 1) Prioritizing properties that are very important to the Town (between ten and twenty properties) (Ruwet);
- 2) Contacting owners of the properties to understand their future plans:
 - a. Are farms succeeding financially?
 - b. Do the owners have plans to sell?
 - c. Has a future generation of farmers been identified?

⁶ Connecticut Greenways: Leslie Lewis, c/o Department of Environmental Protection, 79 Elm Street, Hartford, CT 06106; (860)424-3578

- 3) Identifying tools the Town can use to permanently preserve farms, or portions of farms.
- 4) Identifying important agricultural/open space clusters. It is best to have preserve farms in clusters, rather than in isolation. Identify farms that may be on verge of leaving farming.
- 5) Tie farming to economic development: provide support programs, small business loans, and economic development resources (Ruwet).

REGULATORY TOOLS

This comprehensive strategy emphasizes non-regulatory tools because the agricultural sector is probably not strong enough to support extensive regulation. However, regulatory tools do have a role:

- Expand business and marketing opportunities. Make changes to land use regulations to allow appropriate development or expansion of uses on agricultural land. Bed & Breakfasts, roadside stands, small retail operations, and farming museums would be appropriate.
- Preserve scenic character. Incremental subdivision of agricultural land along roads is decreasing scenic quality. The Task Force or Agricultural Subcommittee should investigate ways to encourage farmers to subdivide land in clusters, rather than in strips along roadways.

NON-REGULATORY TOOLS

Purchase of Development Rights

- This is an attractive tool, but there is not much State funding available to implement it. Currently five farms in Enfield are enrolled in the State Purchase of Development Rights (PDR) Program (*Attachment 20*).
- Consider initiating a *Municipal Preservation Fund* to supplement State PDR funds.
- Use a *Municipal Preservation Fund* to acquire development rights to priority farms.
- Identify areas where farming is threatened. For example, none of the farms in the southwest region are permanently protected.

Farm Retention Strategy

- Develop a marketing campaign to attract new farmers, perhaps in conjunction with University of Connecticut School of Agriculture.
- Identify farms that do not have a future generation to work them. Link them with potential new farmers.

Increasing Viability

Workshop participants felt that facilitating alternative marketing strategies and agri-tourism could enhance the viability of farming in Enfield.

- Identify low impact ways for farmers to bring in additional revenue.
- Identify programs with funding for business investment:
 - 1) The Connecticut Department of Agriculture is implementing a program to provide training in business plan development for farmers⁷; and
 - 2) A study committee is redefining Agriculture as an *Economic Development Industry Cluster*. The designation will expand opportunities for economic developing funding (Ruwet).
- Develop an informational brochure to make farmers aware of the programs (Potential Chamber of Commerce assistance).

⁷ Program is under development; a workshop will be held in October or November of this year.

- Investigate opportunities for joint marketing with regional growers.
- Provide resources for estate planning for farmers.

Link Farming with Tourism

- Publicize existing farms that offer public access, such as Trinity and Collins Farms.
- Identify sites for a potential small-scale tobacco display, with a possible tie-in with Tobacco Museum in Windsor (Ruwet). Outside funding would be required.
- Farms that encourage public access could be stops on a Town-wide bike loop, with a published map. This project could be undertaken jointly with the Town of Suffield.

Easements

- Encourage farmers to apply easements to key environmental features, so features are preserved but development potential is not compromised.
- Promote forestry as an industry.

Acquisition/Lease Back

- If priority farms are threatened, consider Town acquisition with lease-back. The Task Force should identify appropriate sites.
- Fund with bond funds and grants.

RECOMMENDED TOOLS FOR SPECIFIC SITES AND AREAS

This section presents recommended strategies and tools to preserve specific areas and sites. The workshop participants identified sites and areas for acquisition and preservation at the fourth and fifth workshops (*Attachment 21 and Attachment 22*). The recommendations are based on workshop discussions, limited visual observation, and additional research on implementation tools. More intensive review will be required at later stages in the planning process. The intent is to present key issues; to address open space planning comprehensively; and to begin to make the link between goals and policies, and specific tools. Additional comments address the feasibility of funding potential acquisitions, as a financial strategy is required. *Map 1* identifies existing open space by use; many spaces are not permanently protected. *Map 2* identifies parcels for potential acquisition/preservation. The sites are discussed by area below.

LOWER SCANTIC RIVER CORRIDOR

Strategy:

- Address the deficit of passive recreational space by developing a greenway/trail system along bank; best opportunity is on right bank.
- Define good access points to trail, while being cognizant of abutting residential areas.
- Initiate contact with Department of Environmental Protection for potential acquisitions adjacent to abutting DEP property in East Windsor.

Key Parcels: 1, 2, 3, 4, and 38. Several of these properties abut the Neelans Road subdivision, a new subdivision of moderate density. There is an opportunity here to continue a trail along the river, while ensuring streambank stability. Potential environmental contamination must be studied. It would be good to establish contact with the homeowner's association of the subdivision to determine whether they would support preservation of these areas. The *Scantic River State Park Master Plan* (Department of Environmental Protection, 1989) identified a site on the Scantic River in East Windsor at Melrose Road, just across the town line from Enfield, for development of canoeing, hiking, and fishing facilities. There are no longer funds dedicated for development of the Scantic River State Park. However, parcels could be submitted for consideration by the Department of Environmental Protection Land Acquisitions Division, and would compete for state-wide funding (*See Procedural Issues to Facilitate DEP Acquisitions, p. 11*).

Tools: *Parcel 1:* If possible, the Planning and Zoning Commission should negotiate a conservation easement for a trail along the Scantic River across this property. At very least, a wooded buffer strip of at least 30' should be maintained. Sites such as this one should be subject to the *Environmental Overlay Protection District*, if such a district is established.

Parcel 2: This site is proximate to existing Department of Environmental Protection land; pursue potential DEP acquisition.

Parcels 3, 4: Provide incentive for homeowner's association to provide funds to preserve this land. For instance, the Town could offer to match acquisition funding. The land appears to have limited development potential, and thus the cost may be reasonable. Another alternative: approach the Town or *Northern Connecticut Land Trust* and investigate whether the land trust and subdivision can undertake joint responsibility for acquisition/maintenance. The parcels are critical to greenway development, and could link to trails in East Windsor. *Parcel 4* is included as part of threatened wildlife habitat in the *State Natural Diversity Survey*.

Parcel 37: A gun club occupies this parcel, and its owners may wish to sell. Its location abutting Town land makes it an excellent choice for Town purchase.

Former Landfill Site: This site is being considered for development as active recreational space. That is a good use for the southeastern sector, but extensive regrading will increase erosion. The western sector should be reserved for a future trail network.

UPPER SCANTIC RIVER CORRIDOR

Strategy: • Develop a greenway/trail system.

- Initiate contact with DEP for potential acquisitions adjacent Powder Hollow.
- Coordinate open space Master Plan with DEP priorities for land acquisition and facilities development.
- Define good, well-marked access points to trail.
- Develop limited parking sites and a bicycle parking facility, where appropriate, for access to trails and fishing spots (Hazardville is one potential site).
- Explore potential for restoration of historic structures in Powder Hollow; coordinate with trail system (work with Historical Commission).
- Identify alternative funding sources (historic redevelopment, greenway funding, or land trust).
- Contact owner of Stocker property, as the DEP may be interested in acquisition.

The Scantic River State Park Master Plan (DEP, Bureau of Parks and Forests, 1989) identified Powder Hollow as a priority acquisition area. Several sites along the upper Scantic River were identified for recreational facilities development including canoeing, fishing, hiking, picnicking, and camping. Dedicated funds for acquisitions along the Scantic were rescinded, and the operational budget was reduced by one-third (Clapper). However, the Town and Task Force can still advance properties for consideration for State funding. Submittals would be rated, and compete against other sites. The Task Force can facilitate the process by assisting landowners with procedural requirements (*see Procedural Issues to Facilitate DEP Purchases*, p.11).

Key Parcels: 14, 35, 36. The corridor from Hazardville along the Scantic River south along Powder Hill and Abbe Roads has high scenic value. Several large tracts are permanently protected: the Collins Farm and DEP tracts. Significant Connecticut Water Co. holdings remain undeveloped, and the Town has right of first refusal on future sales. This is a prime area for Town acquisition, with greenway funding assistance. The land is currently zoned for 2-acre residential lots. This would be a prime area for recreational use and tourism development, although it is limited by lack of parking and narrow road and bridge access. The Raffia Road neighborhood, a dense neighborhood with few recreational opportunities, should be included in discussions.

Tools: Parcel 14: This parcel presents possibilities and challenges. The southern portion is used for gravel mining and transport. This parcel provides an essential trail link. The Town should consider purchase of the northern portion. It is degraded; restoration would improve the scenic and water quality. It is unlikely that the DEP or a land trust would want the parcel, due to potentially high restoration costs. Additionally, the Town should investigate whether land use regulations could be used to impose site restoration requirements on the present landowner.

Parcel 35: This parcel is ideally located to link trails along the upper and lower Scantic (although its site features have not been studied here). It abuts the former landfill site and Connecticut Water Co. land, providing excellent trail potential. A number of tools may be appropriate. The size and location of the parcel may attract DEP interest. If the parcel provides good habitat and environmental features, and development potential is limited, it could be suitable for a conservation easement managed by a land trust or the Town. The Task Force should contact the owner to discuss future plans.

Parcel 36: The site features of this parcel have not been studied. It is an agricultural piece targeted for preservation in the Plan of Conservation and Development.

Parcel 38: The Connecticut Water Co. holds this large property. If the company sells, the Town has right of first refusal. The town should plan its actions should the parcel be put up for sale. In the meantime, the Task Force should investigate opportunities to negotiate an easement that allows public access. This sizable parcel may attract interest from the DEP or land trust.

Raffia Farms (south of Collins Farm): This farm should be preserved so this outstanding scenic corridor is protected. If it were not possible to protect this farm, cluster development would be appropriate.

CONNECTICUT RIVER CORRIDOR

Strategy:

- Aggressively pursue opportunities to obtain agency or non-profit funding.
- Create access points to serve abutting residential areas, as well as the broader public.
- Highly accessible sites with potentially high level of use will require site design and maintenance.
- Parcels proximate to *Parcel 15* that become available should be purchased.

Key Parcels in Upper corridor: 16, 18, 24, 25, 27, 28, 29, 30, 31, and 32. There is a lack of public access and recreation sites along the Connecticut River. The Town has begun to address this by obtaining funding to acquire *Parcel 15*. Smaller parcels should be assembled to create larger tracts to accommodate trails and parks with seating areas. A key issue: should the Town acquire/protect any parcels that become available, or focus efforts on key areas?

Tools: *Parcel 16:* This large tract is owned by Northeast Utilities, and contains Native American archaeological artifacts. Purchase may require a collaborative effort. Interest may depend upon the condition of site. Requires additional parcels to create access.

Farm 6: Appears to have key environmental features; acquisition/protection would provide access to *Parcel 16*.

Parcels 30, 31, and 32: The open space value of these parcels would increase if *Parcel 16* became available.

Key Parcels in Lower corridor: 17, 19, 20, 21, 22, and 23, and 26.

Tools: *Parcel 17:* This parcel provides views of King's Island, although its site features have not been studied here. The land is zoned for regional business, and thus has high development potential. At the very least, the Town should attempt to negotiate a river corridor easement. Wildlife groups could use the parcel as an eagle-viewing site, and their assistance should be sought. There is a scarcity of parcels to support trail development, except for the state boat launch.

FRESHWATER BROOK WATERSHED

Strategy:

- Preservation to control flooding, provide recreational trails, and preserve habitat.
- Potential for trail development along brook from North Maple Street to Shaker Road.
- Parcels comprise one of the few large, densely forested areas remaining in Enfield.
- Enlist support of land trust.
- Involve neighboring residential areas.

Key Parcels: 5, 6, 7, 9a, and 9b. These parcels are large and may attract interest from a land trust.

Parcel 5: This is a valuable property under threat of development. This property is for sale, and previous study indicates it may support significant wildlife habitat. The Task Force should approach the owner and express interest, and see whether the sale could be delayed. Potential bond funds or general appropriations funds should be used to acquire or preserve it.

Parcel 7: This farm in the flood plain should be targeted for agricultural preservation efforts such as State Farm Preservation Program. Its high visibility makes it a good site for alternative marketing efforts. If developed, cluster zoning should be applied.

Parcels 9a and 9b: Town may have interest in purchase of these parcels for flood control. Depending on wildlife value, the size could attract interest by land trust.

BEAMAN'S BROOK/PINGO CORRIDOR

Strategy: • Preservation for flood control, key environmental features.

- Apply easements to preserve environmental features in industrial zones.
- Identify key parcels in pingo corridor for preservation.
- No protected farms in this corridor.
- Preserve key farms in R-44 zone.

Key parcels: 34, 43, 44, and 45; **Farms:** 2, 3, 4, 4a, 7, 8, 9, 10, 11, 12, and 13. Permanent protection of any properties zoned industrial will be very costly. The Town should identify the key environmental features in the corridor in the Open Space Master Plan.

Farm 2: Trinity Farm. Priority for preservation.

Farm 4: Carson's Farm. Priority for preservation due to flood-prone location.

Parcels 34 & 45: These parcels abut a residential area and have many ponds. They may attract the interest of a land trust. The *Northern Connecticut Land Trust* owns one parcel in the vicinity, which perhaps could be expanded upon.

ADDITIONAL CONSIDERATIONS

The location of open space parcels, and designation of access points to them, should be coordinated with the proposed bikeway/pedestrian trail outlined in the Plan on Conservation and Development. Also, proposed improvements to Route 190 that include sidewalk extensions to the bridge will allow pedestrian/bicycle access to Suffield.

Section Three: CONSERVATION AND PRESERVATION TOOLS

This section describes planning tools that may be used to implement the Enfield Open Space Plan. It provides commentary on feasibility, advantages, and disadvantages, and identifies the “critical element” for implementation. The tools are not listed in order of priority.

IMPLEMENTATION TOOLS (NON-AGRICULTURAL)

REGULATORY TOOLS

Subdivision Regulations

Open Space Requirements in Conventional Subdivisions

Planning commissions regulate the subdivision of land, and may require subdivisions to include amenities, or “exactions” (Gibbons, T5, p.2). The Connecticut legislature stipulates that parks and open space may be required by a subdivision plan.⁸ Subdivision regulations stipulate these requirements, and should include:

- Standards for amount of required open space (generally percentage of development area).
- Standards for when and where open space should be delineated.
- Type of open space to be preserved (i.e., recreation vs. environmental features).
- Suggested legal tools for land conveyance and ownership (Gibbons, T5, p.2).

The legal basis for open space dedication is strengthened when the municipality links land preservation policies to particular sites and areas. The *Open Space Component* of the Plan of Conservation and Development should define “specific types of land the commission seeks to preserve” (Gibbons, T5a, p. 1).

Communities in the Capitol Region generally adopt a minimum open space requirement. The requirement ranges from 5% in Vernon and Avon, to 20% in Hebron and Simsbury.

Communities seek to designate open space that meets community goals, but in practice this is challenging. Recently, some communities have determined that it is better to acquire open space that is functional, rather than unusable wetlands, steep slopes, or poorly sited parcels. In Granby, new regulations stipulate that 50% of dedicated open space must be free of wetlands and steep slopes. Also, communities seek to unify open space into a network, but this presents several challenges: 1) designating access points from subdivisions to the open space network; and 2) designing appropriate public access to the network. According to Francis Armentano, “. . . the Town (Granby) certainly has minimal control on the overall location of the placement of this space.”

Cluster Subdivisions (“Conservation Subdivisions” or “Open Space Subdivisions”)

This tool “requires clustering of development on that portion of a site most suitable for development, while permanently protecting land to be used for agriculture, resource protection, or recreation”⁹ (Regional Plan

⁸ Section 8-25, C.G.S.

⁹ According to C.G.S. Sec. 8-23, the commission of any municipality with more than 20% of its land in existing preservation, conservation, or agriculture, *shall* include cluster development in its plan of conservation and development to the extent consistent with soil types, terrain, and infrastructure capacity

Association, p.25). This technique may be “encouraged,” or required by an overlay zone, such as in Granby. The regulations allow reductions in standard lot size and yards, and may allow attached units. Attached structures have not caught on in most rural and suburban markets, perhaps due to resistance of current residents or perceived market demand (Regional Plan Association, p.25).

Advantages:

- Effective tool in an active subdivision market.
- Applicable to agricultural areas or areas with significant environmental features.

Disadvantages:

- Regulations must be carefully written to achieve desired effect.
- Cluster development does not appeal to all homebuyers.

Key Points for Implementation:

- Realistic assessment of housing demand.
- Political impetus to impose restrictions.
- Crafting the regulation to achieve the desired effects.
- Periodically assessed and refined the regulation.

Subdivision regulations are a useful tool in communities with an active development market. Conversely, town planners maintain that they should be thought of as one tool in a range of tools to facilitate open space preservation. In particular, other tools are required to implement an open space network.

Fee-in-Lieu of Open Space

The Connecticut General Assembly passed legislation that permits municipalities to require the payment of a fee-in-lieu of open space dedication in 1990. Towns may require a fee of no more than ten percent of the value of the subdivided land, or a combination of land and fee. The fee is put in a fund that is used to purchase open space. Thirteen towns in the Capitol Region have provisions for this method.

Advantages

- Allows communities to receive funds rather than inferior open space.
- Municipality can avoid the acquisition of numerous, scattered, small lots (Gibbons, T5b, p.1).

Disadvantages

- Frequently implementation may result in a deficit of on-site open space, or open space for network connections.
- A fairly new tool; its effectiveness is unproven.

Many towns have not spent their fee-in-lieu funds, or defined a procedure for spending them. The authority for fee-in-lieu acquisitions is often delegated to the Selectmen or Council, rather than the Planning and Zoning Commission. Planners are still assessing the process: should the Planning and Zoning Commission or the Open Space Task Force make recommendations, with legislative approval? The funds can typically be used for acquisition, but not capital improvements.

Current Implementation in Enfield

The Town of Enfield has \$463,000 in fee-in-lieu of open space funds¹⁰. The funds are held in a Special Revenue Fund for open space acquisition. None of the funds have been spent yet.

¹⁰ According to audit of June 30, 1998.

Table 3: Capitol Region Communities with Fee-in-Lieu of Open Space Provision*

<i>Municipality</i>	<i>Approximate Amount of Fund</i>	<i>Open Space Acquisitions</i>
Andover	\$40,000	No purchases yet.
Enfield	\$463,000	No purchases yet.
East Windsor	\$210,078	No purchases yet.
Farmington	Have not implemented the provision.	
East Granby	Approx. \$30-35,000	Purchase and clean up for 470-acre farm site purchased from FDIC; state grants for open space acquisition.
Granby	Have not implemented the provision.	
Hebron	\$27,000	No purchases yet; only implemented for one year.
Marlborough	\$40,000	Will soon be making purchases: seek land along river, adjacent to state parks.
Somers	Approx. \$100,000	Using funds to match an open space grant.
S. Windsor	Approx. \$15,000	No purchases yet.
Suffield	Approx. \$45,000*	No purchases yet.
Vernon	\$600	No purchases; just began imposing last year
Windsor Locks	Have not implemented the provision.	

* Communities with an active subdivision market anticipate significant funds pending lot sales.

Environmental Protection Overlay District

Environmental Overlay Districts are “one of the most commonly used tools in New England” (Regional Plan Association, p.27). Overlay districts may also be used to preserve agricultural areas, scenic views, historic resources, and environmental features. Common application for environmental features include aquifer recharge areas, floodplains, ridgelines, and habitat. The districts are mapped areas where additional environmental criteria are applied. The criteria may include: requiring reduced development density or impervious surface; restrictions on underground fuel storage; or limits on clearing vegetation (Regional Plan Association, p.27).

C.G.S. Sec. 8-23 authorizes any community with traprock ridges to “make recommendations for conservation and preservation of traprock ridgelines.” Municipalities can implement these regulations by creating an ordinance in the Zoning Regulations. To create a sound legal basis for the regulations, the district must be well-defined, and there must be a reasonable basis for the criteria. The proposed district should encompass features that have been identified in the open space inventory, and the policy should be endorsed in the Plan of Conservation and Development.

NON-REGULATORY TOOLS

Easements

Conservation easements are a tool designed to preserve land in its existing or natural state for perpetuity, while affording the land owner financial advantages. An easement is a conveyance of interest in land that is assigned from a landowner to another entity (Branse). Connecticut General Statutes permits a governmental body, charitable corporation, or trust to acquire and enforce conservation and preservation restrictions.¹¹ Easements protect agricultural land, surface and ground water, wildlife habitat, historic sites, or scenic views. According to Jim Gibbons of the Cooperative Extension System, “A conservation easement may be defined as: a partial interest in property that is transferred to a non-profit or government entity. The landowner retains legal title and all rights associated with the land except the right to develop the property. As ownership

¹¹ C.G.S. Section 47-42(a-c).

changes, the land remains subject to easement restrictions” (Gibbons, T2). With some exceptions, an easement is a permanently binding tool.¹²

Financial Benefits

Land with an easement is still taxed, but may provide financial benefits:

- 1) The landowner may apply to P.A. 490 program to be taxed at use value, rather than market value.
- 2) Income tax may be reduced if the easement meets certain conditions.¹³
- 3) The value of property for estate taxation may be reduced, helping to keep land in a family.

How It Works

Easements are created in several ways:

- 1) Negotiation between municipality and landowner/developer through the development process;
- 2) Pursued by an individual or non-profit organization.

The easement holder must draft a legal document (“Conservation Easement Agreement”) in accordance with C.G.S. Sec. 47-42b and Sec. 47-42c. Easements may be applied to all or part of a parcel. The municipal legislative body must approve the granting of the easement. The easement holder, such as a municipality or a land trust, is responsible for enforcing the deed restrictions.

Organizations that grant easements, such as land trusts, define their own eligibility criteria for granting an easement, such as size of parcel, location of parcel, and land characteristics.

Common Applications

Easements are frequently used to protect significant environmental features or wildlife habitat, and to afford public access. Easements that stipulate limited public access can preserve habitat or fragile land features. An easement would not be suitable for land that invites frequent public access or has active recreational facilities.

Easements are frequently used in conventional or open space subdivisions to dedicate open space or preserve environmental features. In addition, easements can be used to protect a town’s resource-based industries, such as agriculture and forestry, if the covenants may be written to allow these income-generating uses.

Towns vary widely in their assessment of what makes an easement manageable. Some towns apply easements to small pieces of land. However, most towns find that small easements are difficult to monitor, and thus use them for larger holdings. Most towns develop a system for marking easements. Easements that are tucked away from public view tend to invite violations of restrictions. In this case, the town might choose to hold the land in fee simple or homeowner association.

Advantages

- Less expensive than purchase, allowing a community to protect more land.
- Tool is flexible and can be tailored to meet the landowner’s needs and the land’s features (American Farmland Trust).
- Keeps land on tax rolls.
- May provide tax benefits for landowner.

¹² Easement may be modified if easement is of “no actual and substantial benefit because of changed conditions.” (*Board of Education, East Irondequoit Cent. School Dist. V. Doe*, 88 A.D. 2d 108, 452 N.Y.S. 2d 964 (4th Dept., 1982)). Easement may be terminated in case of taking by eminent domain.

¹³ If property has appreciated, the IRS limits the deduction to 30% of AGI per year, and value of easement may be deducted over a 5-year period. If property has not appreciated much, the IRS allows a deduction per year of up to 50% of AGI. Sale of the easement at below market value qualifies seller for charitable deduction, and gives owner partial payment, as well (Solloway and Nolon, p. 9).

- Reduces government intervention.

Disadvantages

- Staff time to draft, process, enforce, and track easements.
- Many landowners are unwilling to permanently reduce the development potential of their land, or cannot realize significant financial benefit.
- Agricultural conservation easements must be carefully drafted to allow farmer to adapt to changing conditions (American Farmland Trust).
- Future landholders may not be committed to upholding easement terms (American Farmland Trust)
- Offer parcel-by-parcel, but not comprehensive, protection.
- Public access must be negotiated if easement is to be part of greenway.
- Public encroachment may occur, such as dumping or prohibited uses.

The communities with the best opportunity to implement easements will present some combination of these features:

- An active market for subdivision development.
- Strong open space subdivision regulations.
- Vacant, developable land containing significant environmental features.
- Medium- to large-lot zoning.
- A perceived threat to valued agricultural land or wildlife habitat.
- Active land trusts with the capacity to educate landowners that hold easements.

Current Implementation in Enfield

Easements are not used on a widespread basis in Enfield. The Conservation Commission recommends voluntary imposition of easements, and the Town Council approves them.

The Enfield Town Attorney's office has expressed concern that easements, particularly with public access, may increase the Town's liability. One way to address this concern is to implement a restrictive covenant instead. A restrictive covenant is a legal contract that runs with the land, and can be written to restrict certain activities. However, attorneys and planners in the Capitol Region that have drafted and implemented easements maintain that they do not invite additional liability because:

- Town insurance already covers accidents on property with easements. If an accident were to occur on land with an easement, it would be the equivalent of any other kind of accident (Branse);
- Town facilities, such as schools, ball fields and playgrounds, invite potentially litigious activity, whereas easement land does not (Branse); and
- The professionals with whom conservation easements were discussed had no knowledge of resulting litigation. As a result, they conclude that liability has not been an issue.

There may be situations where restrictive covenants are deemed more suitable. However, easements provide flexibility and advantages including: potential for public access; potential access by public workers for inspection or maintenance; and the prospect for a landowner to qualify for reduced property tax status based on the land's use value. For these reasons, an easement is a valuable tool to include in a municipal open space planning program.

Key Points for Future Implementation

These elements will help ensure successful easement programs:

- 1) The community must undertake a comprehensive open space and natural resources inventory, and key environmental features and preservation areas should be defined in the Plan of Conservation and Development and Open Space Master Plan.
- 2) The community must educate the public regarding the benefits of the program, and make the process easy and accessible.
- 3) The specific features of a parcel (as identified by the inventory) should be well understood by all parties, and the easement agreement should be worded to address these special features (Gibbons, T2-2). A map that identifies restrictions should accompany the easement.
- 4) The town should develop guidelines that define criteria for appropriate public access to easements.
- 5) The Conservation Commission, Task Force, or other committee should take the lead in reviewing, evaluating, and initiating the easement process. This group must work in conjunction with the planning department, which initiates discussions with developers. The committee must develop a process to evaluate existing open space resources in conjunction with current development activity, while exerting negotiating skill with the developer, so that critical parcels do not "slip through the cracks" during development approvals. The Council typically has final approvals for easements.
- 6) The Town should establish a clear administrative procedure for filing easements in the land records (Gibbons).
- 7) Land protected by easement should have detailed management plans (Gibbons). In reality, no towns in this region have the staff to do this. Thus, a clear and simple management plan should suffice. The responsibilities for town departments and landowner should be clearly defined.

In short, easements do not present a direct financial burden, but do require a municipality to implement additional procedural and administrative functions.

Land Trust

Land trusts are an increasingly popular method for land preservation in New England. Most land trusts are private, non-profit organizations that acquire land for conservation or recreation. A primary function is accepting and maintaining conservation easements. Many land trusts are founded upon land donations. The activity level of land trusts varies, from proactive to passive. In a proactive land trust, members actively solicit new properties, recruit new members, and schedule regular work outings to maintain properties and develop trails. Approximately 10% of the land trusts in Connecticut are considered "active" (Bowers).

A community may take a proactive approach by soliciting involvement by national or regional land trusts. For example, the City of Stamford, the Town of Greenwich, and the Connecticut-American Water Company worked with *The Trust for Public Land* to acquire land adjacent reservoirs¹⁴. The demands on national land trusts are high, so potential acquisitions must have unique features.

Towns can facilitate land trust activity by encouraging donations of gifts of land. A land trust may be better suited than a municipality to manage certain types of land. According to Granby Director of Community Development Francis Armentano, many individuals approach him wishing to donate land to the town, yet towns often fail to facilitate this. Town planners can facilitate land gifting and easements by:

- 1) Explaining preservation options to potential donors.
- 2) Putting potential donors into contact with previous donors.
- 3) Explaining tax benefits of donations.
- 4) Providing a brochure detailing the steps of the land gifting process.
- 5) Writing a letter for the donor in support of the open space and identifying areas of consistency with the Plan of Conservation and Development (Armentano).

¹⁴ The Trust for Public Land is a national non-profit land conservation organization. They generally to support the efforts of a local land trust, for instance purchasing parcels or setting up financing, and then shifting responsibility to the land trust.

A "Proactive" Land Trust

The *Canton Land Conservation Trust, Inc.*, a "proactive" land trust, was formed twenty-five years ago under the auspices of the Canton Conservation Commission. The trust obtained grant money to buy property and build trails, and manages approximately 1,200 acres.

Key aspects of the trust: (summarized by Charlie DeWeese, Secretary):

- Membership dues are \$15.00.
- Board of Directors is comprised of 18 individuals. A land trust should solicit members with these skills: legal, financial, publicity, management, fundraising, and land management/forestry. Legal skills are the most critical.
- Board of Directors makes acquisition decisions and does most of the property management.
- Many members are retirees, but it is important to recruit younger folks, too.
- The trust hired a forester to plan a timber sale and develop management plans.
- Board meets approximately once a month, with 1-2 work parties a month of 10-12 individuals.
- Until recently, all land was donated. Most people are more interested in preserving their property than donating money. However, financial donations are important, and fund-raising is a challenge.
- Land trusts often obtain discounted rates for appraisals.
- Recently developed a *Director's Handbook*.
- Need to continually expand public visibility.

Advantages

- Allow a community to preserve land that is not designated for preservation by municipality.
- Reduce government intervention.
- Draw upon local knowledge and talent, and involve citizens in open space planning.
- May allow preservation to proceed more expeditiously than through municipal channels.

Disadvantages

- Depend upon volunteer support.
- Key individuals invest a great deal of time.

Current Implementation in Enfield

Enfield is one of four towns served by the *Northern Connecticut Land Trust*. The Trust seeks to "help individual landowners preserve the unique qualities and beauty of their property" (Northern Connecticut Land Trust). It manages conservation easements and receives gifts of land that are managed and monitored through its Stewardship Program. The Trust has a 15-member board, including several representatives from Enfield, and meets once a month. Additional information is provided in the Trust Bylaws and Certificate of Incorporation (*Attachment 23*). The Trust has only one parcel in Enfield, on Weymouth Road. Thus, the Trust is not considered active in Enfield.

Key Points for Future Implementation:

- 1) Requires an active group of conservation-minded volunteers to undertake *specific* responsibilities: identification of potential properties; contacting landholders to explain tax benefits; and management and maintenance of land.
- 2) Include a land trust member on the Task Force.
- 3) Include the land trust in the municipal Open Space Planning Process from its earliest stages (Grant).
- 4) Identify ways that the land trust and Task Force can combine efforts, such as turning over municipal property to the trust, or utilizing Land Trust expertise in land acquisition and management.

- 5) Develop informational pamphlets to: 1) explain the advantages and procedures of donating land and seeking easements; and 2) recruit membership.
- 6) Delegate a planning staff member to facilitate land gifting and easement process, and coordinate potential donors with land trust representative.
- 7) The *Land Trust Service Bureau* provides resources.

Fee Simple Purchase

Towns or organizations may acquire land by outright purchase, or fee simple purchase, in which they purchase all property rights, including the right to develop. To accomplish this, towns often pursue bonding, in which they add a bond request to a town-wide referendum or accesses funds set aside in an open space acquisition fund. The town charter stipulates the maximum value of land the town can purchase. A referendum is valuable because it demonstrates public commitment to open space acquisition (Leslie). Other towns and regions develop less conventional means of funding acquisitions. Several techniques for purchase are presented here; the analysis will concentrate on bonding.

General Obligation Bonds

Connecticut municipalities frequently use bonding to purchase open space. General obligation bonds are the least expensive type of credit, and are generally used to invest in long-term, public capital assets (Myers, p.228). They require approval by the legislature, voters, or both. The issuing government is obligated to raise taxes or pursue other measures for repayment (Myers, p. 228).

Revenue Bonds

Revenue bonds do not require referendum approval, but carry a higher interest rate than general obligation bonds. They are repaid from funds generated by a project, such as user fees or hunting and fishing licenses.

Common Applications

Bonding funds are typically used to purchase:

- Critical or core pieces of a municipal open space plan.
- Land that will accommodate active recreation equipment, or requires intensive maintenance.
- Land that may accommodate a municipal facility.
- Land that serves a broad sector of the populace.

Advantages

- Accords the town total control and permanent protection for the land.
- Public access can be well defined.
- Acquiring quality open space can "jump-start" an open space program.
- Accessible funds allow a municipality to compete with developers.
- Can be used to leverage matching grants.

Disadvantages

- Land is removed from tax rolls.
- Method is expensive and thus should be considered as one in an array of tools.
- With ownership comes liability and maintenance responsibility (Gibbons, T1).
- Funds go further in communities with more undeveloped land and less development activity.

Key Points for Future Implementation

- Strong political leadership, and legislative and administrative support, is needed if a bonding campaign is to succeed (Padick).
- Potential acquisitions should be subject to public hearings (Padick).

Table 4: Bonding Referenda for Open Space Acquisition by Municipalities in the Capitol Region

(Not a complete list)

<i>Municipality</i>	<i>Amount</i>	<i>Date of Bond Approval</i>	<i>Open Space purchases</i>
Bloomfield	4 million	Nov. 1988; part of a 4-question referenda	Various types: Farmington River site for boat launch; farm for lease-back; parklets and playgrounds; additional sites identified in Plan of Conservation and Development
East Windsor	No bonds issued to purchase open space.		
Enfield	No bonds issued to purchase open space.		
Farmington	\$500,000 1 million	1998 1999	Purchased "Suburban Park" and other properties
Glastonbury	**		
Granby	Undertake some bonding, but not a critical component of open space program		
Manchester	\$600,000		
Mansfield	1 million	1990; supplemental funding, as well	17 acquisitions including; wetlands; flood hazard sites; land for community gardens; land with trail access opportunities
Somers	No bonds issued to purchase open space.		
South Windsor	3 million 4 million*	Early 1990's 1996	- Key parcel in Town Center for park - 1) Clark property: farmland/wetlands; 2) Barton property: open space adjacent park; 3) 80 acre farm/wetlands; and 4) Priest property.
Windsor Locks	No bonds issued to purchase open space.		
Suffield	No bonds issued to purchase open space.		

* Keep 1-2 million in funds available for properties that come onto market.

** A \$2.5 million bond is on ballot for fall, 1999.

General Appropriation Funding

A legislature may appropriate general or dedicated funds to purchase open space. This technique "saves financing costs and reflects the fiscal choices of the current electorate" (Myers, p. 238). However, it presents the community with a current bill that may require a tax increase; it must compete with other programs; a limited scope of projects may be initiated; and repeated requests must be made (Myers, 239). Most Capitol Region communities dedicate some general funds toward open space purchases.

Real Estate Transfer and Property Taxes

Senate Bill No. 1223, introduced in the 1999 session, would have allowed Connecticut municipalities to increase the real estate tax up to 0.5 percent and apply the revenues for purchase of open space. However, the bill did not pass. If such a bill passes in the future, communities would need to implement it by referendum. On Cape Cod, voters defeated a real estate transfer tax, but approved a 3% surcharge on property taxes. Connecticut municipalities can create their own land acquisition funds. Funds may be capitalized by an amount not to exceed a tax of two mills against the municipality's property tax assessment (Connecticut General Assembly, p.26), and may be applied to open space, recreation, or housing. Funds may be carried over to the next fiscal year. The Town of Hebron recently approved a tax of ½ mill per year (\$180,000/year) for open space acquisition.

Fee Simple/Lease Back

Many communities in the Capitol Region purchase landmark farms and lease them back to farmers, thus preserving the agricultural land use. Bloomfield acquired several farms to lease back. Farmington used the technique to preserve farms in its floodplain. (See *Fee Simple Purchase/Lease-Back*, p. 14).

Current Implementation in Enfield

None of these tools have been used to purchase open space in Enfield, except for general appropriation funding. The Town has not passed bonding referendums for open space acquisition, nor is there a line item in the annual budget for open space purchases. The Town has purchased some park space that is primarily used for active recreation. The Town was recently awarded a state open space grant to purchase *Parcel 15* (Map 2), and will match the grant with local funds.

Greenways

Connecticut General Statute defines *greenways* as land that:

- 1) May protect natural resources, preserve scenic landscapes and historical resources, or offer opportunities for recreation or non-motorized transportation;
- 2) May connect existing protected areas and provide access to the outdoors,
- 3) May be located along a defining natural feature, such as a waterway, along a man-made corridor, including an unused right-of-way, traditional trail routes or historic barge canals or;
- 4) May be a green space along a highway or around a village (Regional Plan Association, p. 39).

The term “greenway” is both a means to conceptualize open space, and a program for creating it. Greenways are linear open space parcels that are linked to create a network. Such a network maximizes the accessibility, usefulness, and aesthetic character of open space. Future greenways should be defined in the Plan of Conservation and Development, and come under the purview of conservation commissions (Regional Plan Association, p. 26).

Greenway programs support this concept. The Connecticut General Assembly enacted the *Greenway Capital Grant Program* authorizing the Department of Environmental Protection to disburse funds for greenway development including trails, bikeways, and roads. The grants are used to match other funds, and, depending on the magnitude of the transportation component, may account for between 10 and 50% of project cost (Connecticut General Assembly, p.24). TEA-21 funds, which are disbursed by the area Metropolitan Planning Organization, may be used for bike facilities. The Department of Environmental Protection administers a Greenways Small Grants Program for grants of up to \$5,000 that municipalities can use to implement greenway projects.

Advantages:

- A range of available funding sources.
- Community use corridors to build open space network.

Disadvantages:

- No apparent disadvantages.

River Corridor Preservation

The resources of various governmental and non-profit organizations can support a community’s river preservation efforts. The Connecticut River was designated an American Heritage River. The designation does not bring direct additional funding. However, it allows organizations and communities within the watershed to have access to a *River Navigator*, an individual that serves as a liaison between local, state, and federal agencies, and will help identify funding sources and provide assistance in coordinating grant and funding applications.¹⁵ The American Heritage River program emphasizes particular watershed issues including: sewer overflows, eroding riverbanks, and anadromous fish passage (*River Rundown*, Conn. DEP).

¹⁵ The Connecticut River Navigator is Dan Burke, who is employed by the EPA and will work out of the US Fish and Wildlife Service Office in Hadley, Massachusetts.

Evaluation Criteria

A key responsibility that is usually assigned to an Open Space Task Force is to assess which parcels merit acquisition or preservation. This task is important for two reasons:

- 1) A successful open space program should be widely publicized. The municipality may contact landowners, or landowners may approach the town to inquire whether their land merits protection. It is important that the land evaluation process be clear, thorough, and public, so that it is not perceived as overly politicized.
- 2) The municipality should ascertain, to the extent possible, whether specific financial will help the community to achieve its open space goals.

An *Evaluation Criteria* tool can help a municipality address these concerns. An *Evaluation Criteria Tool* is a list of questions that is applied to each parcel under consideration; typically, responses are numerical scores. The scores are tallied, resulting in an overall score for each parcel. This tool can be applied to subdivision open space, potential municipal acquisitions, or proposed easements. This tool requires decision-makers to apply an objective set of criteria, so that parcels are consistently evaluated.

Several communities in the Capitol Region, and numerous other organizations, have developed such a tool. Three examples are provided here: South Windsor and Mansfield, Connecticut, and Sudbury Valley Trustees (a land trust in Massachusetts).

- 1) *Town of South Windsor (Attachment 24)*: This is probably the most sophisticated tool used in the Capitol Region. It is considered very useful. The tool has required testing and debugging, and still may not capture strong negative and positive features of a parcel (Banach). An advantage is that it poses questions that assess how well the parcel may serve its intended use, and function as public open space. This tool assigns scores for each criterion, which are tallied into a total score. The score range is -2 to 2; 0 is neutral. The members of the town's *Open Space Task Force* apply the tool to each parcel, and for each potential use of a parcel – a lengthy process.
- 2) *Town of Mansfield (Attachment 25)*: The Town of Mansfield developed a *Matrix for Evaluating Open Space* parcels. The matrix includes thirteen criteria that are scored from 1 to 5. This tool measures how well a proposed parcel may achieve open space goals and objectives.
- 3) *Sudbury River Valley (Attachment 26)*: This complex tool that incorporates a *score* and *weight* for each criterion. Each criterion receives a score from 1 to 10; 10 is highest. The criteria are also assigned weights ranging from 1 to 4. For example, flood control is an important value, and thus is assigned the highest weight, 4. The score for flood control is multiplied by 4, thus increasing the importance of the flood control value. This type of tool requires extensive use and recalibration so that it accurately reflects parcel qualities and community values.

Scenic Features and Vistas Inventory

An inventory of a town's scenic features is a site-specific technique that can help a town set priorities. In the Town of Kent, a landscape consultant was hired to select the top twenty areas that define the town's scenic and rural character. The land trust made direct contact with landowners of priority sites. The Town of Warren undertook a similar process. The Enfield Workshop participants indicated that an informal inventory was recently undertaken in Enfield.

AGRICULTURAL IMPLEMENTATION TOOLS

A municipality must address two broad issues to develop a comprehensive agricultural preservation program:

- 1) Preserve land for agricultural use.
- 2) Promote the viability and competitiveness of local agricultural operations.

A community should define objectives to achieve these goals.

A range of local, state, and federal agencies, and non-profit organizations support farmland protection. Most funding comes from the state and federal levels, but it is very limited. Many planners believe that more can and should be done to preserve farms at the local level.

A community that undertakes a farm preservation program should begin by evaluating how well state and federal programs are achieving objectives. Next, the community can develop a task force or subcommittee to identify the weaknesses in existing programs. It is critical that local farming families are involved in the process.

There are three primary agricultural markets in Enfield:

- Dairy
- Tobacco (primarily shade-grown)
- Vegetables, fruits, and specialty crops

Each market may require different strategies.

NON-REGULATORY TOOLS

State of Connecticut Farmland Protection Program: Purchase of Development Rights

How it Works

The Department of Agriculture has administered this voluntary program since 1978.¹⁶ Its primary goal is to buy development rights to farmland to ensure the state's long-term food production capability (Connecticut General Assembly, p. 20). "Purchase of Development Rights" (PDR) means that the right to develop is acquired by the State from the landholder for perpetuity. The landowner must use the land for agricultural purposes, but retains other traditional ownership rights, except the right to develop or subdivide. In return, the farmer is paid the value of development rights, valued as the difference between the farm's "fair market value" and the value of the land as restricted to agriculture. The land remains on the tax rolls.

A farmer typically approaches the Department of Agriculture to apply for PDR status. Applications are evaluated against specific criteria, and the program is highly selective. Market value is determined by outside appraisal. Final negotiations between the Department of Agriculture and the landowner result in a sales price (Connecticut General Assembly, p. 21). A formal title survey and search is required, and a closing is held to record the deed and compensate the farmer for the development rights. Thus, it is an involved procedure. According to John Filchak of the *Northeastern Connecticut Council of Governments*, communities rely too heavily on this tool.

¹⁶ Law creating PDR program is C.G.S. Sec. 22-26aa to -26jj.

Funding

This program is funded primarily by State bonds. The Department of Agriculture is also authorized to co-purchase development rights with municipalities. P.A. No. 84-184 authorized municipalities to establish agricultural land preservation funds (*Attachment 27*). Municipalities may submit a project for joint funding by meeting these requirements:

- 1) Have a policy in support of farmland preservation, either:
 - a. Policy in plan of conservation and development or
 - b. Open space plan that designates farmland for preservation
- 2) An agricultural land preservation fund¹⁷
- 3) An applicant who has voluntarily agreed to sell development rights to the municipality
- 4) A committee or agent designated by the municipality with the authority to negotiate to purchase development rights

The towns of Shelton and Wethersfield have implemented such funds. The fund may be used to implement other preservation tools, as well. The State may also issue a "letter of intent" to non-profit organizations to solicit their support.

Advantages:

- Permanent and effective.
- Provides immediate funds for farmer.
- Funding may be drawn from a range of sources.
- Program has preserved 26,000 acres of farmland in Connecticut.

Disadvantages:

- Expensive; never enough funding to address all critical parcels.
- Does not address issue of how to keep farming competitive.
- May encourage residential development adjacent preserved space.
- Can be used for speculative purposes.
- Farmer's future equity is decreased.

Some of these disadvantages are addressed by implementing *Lease of Development Rights*. With this technique, a farmer gives up development rights for a defined time period (between 5 and 15 years), and in return receives a lease payment and reduced property taxes. This spreads out payment for the easement by a managing organization. The farmer retains development rights, therefore, the farm is only temporarily preserved (Solloway and Nolon).

Current Implementation in Enfield

Five farms in Enfield have sold their development rights (*Table Five*), resulting in approximately 761 preserved acres. Numerous farms have applied to the program, but funding is so limited that this may not result in much additional protected farmland. The Town does not have a *Municipal Farmland Preservation Fund*.

¹⁷ Agricultural Land Preservation Fund can be funded through: 1) gifts made for agricultural land purposes; 2) grants/loans for such purposes; or 3) municipal appropriation (Connecticut General Assembly, p. 24).

Table 5: Farms in Enfield in State Farmland Preservation Program

(As of 7/18/99)

Ref. No.	Landowner	Date of Conveyance	Land Record Citation	Parcel Reference	Acreage*	Map Survey Citation	Property Address	Crop/Use
1	Christian, Arthur Christian, Daniel Christian, Richard Christian, Ronald	4/25/91	Bk 635, p. 166	1	103.5	Vol. 229, p. 3454	Fletcher Rd.	N
2	Collins, John M. Collins, Mavis J.	5/26/92	Bk 709, p. 89	A B C	160.13 2.58 5.80	Vol. 229, p. 3453.	Abbe Hill Rd., Powder Hill Rd.	N
3	Janssen	N	N	N	65.9	N	Town Farm Rd.	N
4	Pinney, Harriet	11/10/93	Bk 481, p. 905	W. Central: North:	80.13* 156.98**	Vol. 2081, p. 2081-2083	107 Maple & Fletcher Rd.	Horse farm
5	Pinney, Leland	11/10/83	Bk 481, p. 927.	East: Central:	40.65*** 596.29*	Vol. 202, p. 2128 & 2130	107 Maple & Fletcher Rd.	N
6	REM Motor Rental Valley Farms (Moser, Ben Moser, Jim Moser, Roger)	9/9/93	Bk 811, p. 106	N	? (1 st piece) 84.64 224.89	Vol. 231, p. 3557 & p. 3558	Fletcher Rd.	Tobacco
TOTAL PROTECTED FARMLAND IN ENFIELD = 761.5 ACRES								

SOURCE: Town of Enfield Assessor's Office.

N: Information not obtained.

* Only a small percentage of parcel is in Enfield; majority is in Somers.

** Approximately half of parcel is in Enfield; remainder is in Somers.

***Parcel is entirely in Town of Somers.

♣ Acreage value may not reflect subdivisions.

Transfer of Development Rights is a similar tool that is less frequently used. First, the community identifies "sending" and "receiving" zones. The sending zones offer development rights for purchase, and the receiving zones, identified for additional development densities, purchase the rights. This program is generally implemented on a county-wide scale. The Town of South Windsor pursued it, but found that it was not feasible.

Public Act 490 (or "Differential Tax Assessment")

This program seeks to reduce the tax burden on farmers and foresters to increase the viability of farming. Enacted in 1963, *P.A. 490* "provides for assessment of farm, forest, and open space land on the basis of its current use rather than market value" (Gibbons, T6). The State Tax Department and the Department of Agricultural Economics at the University of Connecticut establish the recommended use values for local assessors. It can be argued that this policy promotes tax equity, because agricultural land requires few public services.

How it Works

An interested landowner submits form M-29, available in the assessor's office, between September 1 and October 31.¹⁸ The assessor uses specific criteria to determine whether the land qualifies as farmland.¹⁹ Different types of land and crop production are assigned different "use values." A landowner remains enrolled unless the land use or ownership changes. If a participating landowner sells land that has been registered for less than ten years, a conveyance tax is imposed, based on sales price and length of participation.²⁰

An assessor has discretion in implementing P.A. 490, and how the assessor implements it is critical to its success. If an assessor is able to educate and guide participants, the effectiveness of the program can be enhanced (Kovac).

Advantages:

- Helps to postpone sales of agricultural land due to financial burdens.

Disadvantages:

- A temporary tool.

Current Implementation in Enfield

P.A. 490 is implemented in Enfield for all three uses: farming, open space, and forestry. Virtually all agricultural land is enrolled (*See Map 1*). There may be potential to solicit wider involvement by landowners under the forestry provision.

Increasing Viability: Alternative Marketing Strategies

Agriculture is a land use *and* a business. To generate more income, farmers may consider expanding their land use to include agriculturally related businesses, or "Alternative marketing strategies." These actions should be considered:

- 1) Changes to ordinances to allow appropriate alternative uses;
- 2) Identify funding sources for capital improvements, business start-up, and advertising;
- 3) Whether the farm at an appropriate location to attract visitors.

Tourism

There are numerous ways to promote agricultural tourism (*Attachment 28*), and these techniques are being promoted across Connecticut. However, there are many operational and financial issues to consider when implementing these techniques (*Attachment 29*).

Acquisition and Lease-back

Many communities in the Capitol Region have acquired landmark farms and leased them back to farmers. First, a municipality acquires a farm to prevent its sale or development. Planners agree that farm management is complex, and a farm's use needs to be assessed *prior* to acquisition. Towns generally do not have the capacity to manage farms, and thus leasing is a good option. In rare cases, land trusts may manage farms.

¹⁸ Precise deadlines may be subject to change.

¹⁹ Section 12©107b of General Statutes provides definition of farmland; and definitions in Chapter 1, Section 1 of the C.G.S. are relevant to interpretation of term "farmland."

²⁰ Passed in 1972 as P.A. 72©152, "An Act Establishing a Conveyance Tax on Classified as Farm, Forest, or Open Space at Time of Transfer of Change in Classification."

Community Supported Agriculture (CSA)

There are between ten and twenty CSA's in Connecticut. Holcomb Farm in Granby is a successful model: it is cooperatively managed; brings in income; and serves a broad spectrum of the community. It incorporates a range of land uses.

How it Works

Two study committees developed a multidisciplinary land use plan for the farm. Diverse community demands for the use of the land were balanced (Schumann). The farm sells shares to members early in the season, and members receive a share of the harvest. Three hundred families and eleven urban agencies participate. The Farm does not rely on the Town for funding. The Board reports to Selectmen on an annual basis. The Farm is managed through a combination of volunteer and professional assistance. Six members of the Board of Directors are appointed to oversee various aspects of the Farm, such as environmental education, arts, buildings and grounds, and fund raising. Professional directors manage the Environmental Learning Center and Arts Center. A Farm Manager, hired by Hartford Food Service, oversees farming and coordination for social service agencies.

Financial Support/Business Planning

- 1) *Farm Viability Programs.* In Massachusetts, the Department of Agriculture manages a program in which farmers are given assistance to learn how to develop a business plan, with funding to implement the plans (and a stipulation to stay in farming for ten years). A similar program is being developed in Connecticut under the auspices of the Department of Agriculture.²¹
- 2) *Local Business Incentives.* These include small business loans, support programs, advertising support, and access to Chamber of Commerce and Economic Development resources.
- 3) *Economic Development Industry Cluster.* A study is underway to define agriculture as an industry cluster. This will allow farmers access to economic development funding.

Estate Planning

Estate taxes may be so high that farmers feel obligated to sell to keep their estate solvent. If a conservation easement is applied to the land, it can be assessed at the lower "use value." An alternative is to donate the easement to a receptive land trust.

²¹ A workshop will be conducted in October or November, 1999.

Section Four: OPEN SPACE PLANNING BY COMMUNITIES IN THE CAPITOL REGION

Capitol Region communities are a valuable source of information for open space plans and policies. The communities' regulations, policies, and tools were studied and evaluated, and interviews were conducted with planners and administrators to understand how the programs work in practice. Each town must create a program that is in line with its development patterns, goals, and institutional mechanisms. However, these general observations should be useful to any community.

FARMINGTON

CONTEXT

The Town of Farmington has an active and established open space program. The Farmington River and its expansive floodplain form the core of the network, supplemented by numerous private and public preserves. Private holdings include: the Hillstead Museum, the Winding Trails Association, and Farmington Memorial Forest. Public holdings include: Tunxis Golf Course, Tunxis Mead Park, State land, and a large swamp sanctuary. A substantial percentage of private open space (73%) is publicly accessible.

While the Town has a substantial core of open space, it now seeks more outlying pieces to expand the network and protect more features (Dolphin). Priorities include: riverbank stabilization, ridgeline protection, and flood control.

IMPLEMENTATION TOOLS

1) Fee Simple Purchase

- Most town-owned land was purchased with grants, which require a local match.

2) Agricultural Preservation

- Town purchased prime farms in floodplain that are leased to farmers at below-market rate.
- Most farmland is registered in P.A. 490 program.

3) Conservation Easements

- Easements provide additional protection for subdivision wetlands.
- Town does not promote use of easements in subdivisions due to difficulty in monitoring.
- Town plans to inventory easements.

4) Subdivision Regulations

- Planners recommend a case-by-case review to determine best tool (Dolphin).

5) Trail Development

- Use "Protection of Valuable Site Resources" clause in subdivision regulations and coordination with Connecticut Forest and Parks Association to preserve Metacomet Trail.
- Seek to preserve a 100' wide swath around trail, where possible.

6) Land Trust

- Farmington Land Trust maintains land and easements.
- Trust is not pro-active, and is under-funded (Dolphin).

Additional Tools

- Flood standards exceed FEMA standards.
- Clustering tools are required in some areas for ridgeline protection.

PROCESS

The *Open Space Acquisition Committee* implements the Open Space Plan. Its membership includes: Council members, two conservation commission members, two land trust representatives, ex officio town representatives, and professional staff. The process is guided by an “Acquisition List” and specific objectives. The List identifies parcels and the means to preserve them (*Attachment 30*). The “Planning Objectives” prioritizes open space objectives and provides implementation tools (*Attachment 31*).

CRITICAL ELEMENTS

The definition of specific objectives provide the framework for implementation of the Plan (Dolphin). The list of objectives is clearly defined, and thus the Committee can focus on implementation. The Plan of Conservation and Development includes an excellent map of parcels to be preserved. The Town also is committed to preserving environmental features through subdivision regulations.

GLASTONBURY**CONTEXT**

The Town of Glastonbury has undergone steady development, but has succeeded in preserving a large percentage of natural features and passive recreation space. Prominent features include: village character; a wide Connecticut River flood plain; numerous streams and brooks; and highlands with abundant habitat. With visionary perspective, the Town’s Conservation Commission, residents, and officials identified open space as a priority in the early 1960’s (Leslie). The community sought to preserve corridors and the Eastern Highlands, and provide hiking trails.

IMPLEMENTATION TOOLS**1) Easements**

- Most effective for small areas or pockets of land.
- Educate landowners in effective stewardship.
- No minimum open space requirement in subdivision regulations, but Town routinely acquires substantial dedications through negotiation with developers.
- Realtors promote the value of lots that have conservation easements.

2) Land Trusts

- Town has two well-established land trusts.
- Landowners prefer dealing with non-profits rather than government.
- Volunteers provide depth of knowledge and commitment.

3) Bonding

- Use to obtain larger, critical lands.
- Authorized by referendum to buy pieces under \$600,000.
- Allows town to act quickly as important parcels come on the market.

PROCESS

Procedural aspects of the town's planning process support open space acquisition:

- Environmental Planner on staff.
- Conservation Commission forwards recommendations on open space acquisitions to the Council.

CRITICAL ELEMENTS

This Town's commitment to open space planning is evidenced by its open space planning document, incorporated into the Plan for Conservation and Development. It includes:

- An inventory that identifies land by: recreation value; development value for town facilities; significant scenic, topographic, conservation, or wilderness value; significant historic or archaeological value (Glastonbury Plan of Development).
- A strong environmental analysis component.
- Specific policies for individual watersheds.
- Specific streambelt, greenway, and open space policies defined for each planning area (suburban, fringe suburban, rural, town center, employment).

Community Development Director Kenith Leslie identified additional features that contributed to the Town's success:

- Visionary participants thirty years ago.
- The ability to compete with the private sector for prime parcels.
- Alternative tools such as conservation easements and land trusts, that tap into private sector skills and reduce government intervention.

TOWN OF GRANBY

CONTEXT

Granby has a population of approximately 9,000, and low-density development. There are significant agricultural tracts, horse farms, and wildlife habitat. Several private open space holdings, such as the McLean Game Refuge and Holcomb Farm, are critical components of the open space network. The Town utilizes the "corridor" concept, and plans for regional connections.

IMPLEMENTATION TOOLS

The Town implements its program based on: subdivision regulations, land trusts, and municipal parks. In this small town, bonding does not play a large role. It does not grant many small conservation easements.

1) Subdivision regulations

Flexible Residential Development (FRD) – implemented in 1993

- Important component of open space planning.
- Permits reduction in lot size, shape, and location while maintaining overall density.
- Requires 50% of site preserved as open space.
- Planners are fairly satisfied with the regulations, but wish to improve the quality of open space to make it more functional.
- Mandatory in "Recreational Overlay Zone," with some exceptions.
- Favor control of open space dedications by homeowner associations rather than by conservation easements.

2) Land Trusts

- *Granby Land Trust* is primary organization; McLean Land Trust also operates a large preserve.
- Land trusts holds some land as fee simple, but primarily hold conservation easements.
- Provide critical pieces of open space network.
- Town has procedures to assist individuals with the gifting process.

3) Agricultural Preservation

- Holcomb Farm, a 320+ acre, historic farm deeded to the Town and leased back by *The Friends of Holcomb Farm, Inc.*, a private, non-profit organization.
- Activities include:
 - Environmental learning center that works directly with school systems, and provides workshops, classes, and a summer camp
 - Arts Center that seeks to build community interest in fine arts and indigenous crafts
 - Community-based agriculture: *Hartford Food Systems* contracts to farm 16 acres using organic techniques, and Hartford social service groups and Granby shareholders receive a share of food production
 - Haying and grazing programs
 - Timber management
 - Trails for hiking, skiing, horseback riding, and bird watching

PROCESS

Francis Armentano, Community Development Director, strongly recommends an inventory early in the process that identifies wetlands, floodplains, and steep slopes. This undevelopable land provides the spine of the future open space network. Then, commission members and planners can proceed to identify potential open space corridors. In addition, large vacant parcels should be identified, so that open space planning for those areas is anticipated. Agricultural preservation is an important component.

CRITICAL ELEMENTS

The Town's open space planning process is characterized by:

- A successful effort to link open spaces.
- Active land trusts.
- Definition of a per capita open space standard; open space acquisition has outpaced population growth.
- Innovative cluster zoning regulations.
- A range of tools.

MANCHESTER**CONTEXT**

The Town of Manchester features land use patterns that are fairly equally distributed between urbanized, fully suburbanized, and suburban. In this respect, Manchester is similar to Enfield, although Manchester is more densely developed, and lacks substantial agricultural land. Prominent features include: Buckland Hills retail area, industrial parks, and the convergence of several interstate highways. Natural features include: Case Mountain and the Hockanum River. There is a bikeway in the Interstate 384 right-of-way.

Manchester completed a Master Plan for Parks and Open Space in 1997. It involved many municipal interests including: Parks and Recreation, Conservation Commission, Planning and Zoning, Land Trust, and the Board of Education. The Plan included an inventory of open space and analysis of future demand.

Subcommittees were convened to address each element. Neighborhood Plans were developed concurrently with the Master Plan for Open Space.

The Town determined that the level of active recreational facilities is adequate, yet realized that facilities need to evolve to meet current needs. The community has a well-developed system of bikeways, greenways, and trails. Community facilities serve as the locus point in each neighborhood, and are equitable distributed. The community seeks to improve linkages between the network and destination sites, such as schools, employment centers, and residential areas. In summary, open space is a strong community design element in Manchester.

The Hockanum River Greenway is a model for greenway planning. This extensive system of 290 preserved acres is nearing completion. The Plan defines goals for the Greenway: secure additional parcels along the Greenway; create critical trail connections; and connect the greenway to neighboring towns. The Plan also supports land acquisition and trail expansion at Case Mountain Park.

IMPLEMENTATION TOOLS

1) Citizen Involvement

- Town garnered recognition for extensive volunteer efforts in creating and maintaining trails and greenways (Manchester Plan of Conservation and Development, p. 5).
- Volunteer efforts were effective in creating Hockanum Trail Greenway.

2) Conservation Easements

- Conservation Commission and volunteers secured easements for trail systems.

3) Subdivision Regulations

- Subdivisions require 20% open space dedication.
- Dedicated land is almost exclusively used for active, rather than passive, recreational facilities.
- Consensus that zoning regulations could be improved to address open space issues.
- Grappling with the issue of access from subdivisions to open space network.

4) Land Trust

- Acquired 100 acres of land that is primarily wetlands, and thus not suitable for trails (Pellegrini).

Alternative Techniques:

- Council is considering various fiscal techniques to fund open space acquisition.

CRITICAL ELEMENTS

The Plan provides a clear definition of how open space can serve the community. There is strong integration between overall town planning, public facilities, and neighborhood planning. Mark Pellegrini, Director of Community Development, notes that it is important to create a good, clear plan, with well-defined objectives and supporting graphics.

SOUTH WINDSOR

CONTEXT

South Windsor is primarily a suburban community, with existing agricultural activity. The Town has a large industrial district in the west near the Connecticut River. The Town experienced substantial development activity in the late 1980's, and this pace of development continues.

South Windsor residents approved a bonding referendum for open space acquisition in the late 1980's. The Town acquired a key parcel in the town center, and public support for open space acquisition grew. A committee was convened to address the issue of encroachments by subdivisions onto town land. It became clear that a comprehensive review of open space was required (Banach). An Open Space Task Force evolved, and became a standing committee of the Town Council in 1996 (Banach).

IMPLEMENTATION TOOLS

1) Subdivision Regulations

- This is the primary tool in South Windsor's program, and has produced some good quality open space, and some of poor quality.
- New cluster regulations (similar to those in Granby) were adopted to improve the quality of subdivision open space.
- Open space is typically held as fee simple; easements are not frequently used.
- Open space is commonly used as a buffer between developments.
- Seek to improve the delineation of rights-of-way through site design (Banach).

2) Criteria for Review of Open Space

- This unique tool was developed by the planning staff to evaluate all potential open space dedications (*See Evaluation Tool, p.32*).
- Fourteen questions are posed for each parcel, and numerical ranking provided. The fourteen questions are applied against six proposed uses (agriculture, diversity, habitat, active recreation, passive recreation, and scenery/vista).
- The property receives an overall score; a score for individual uses; and a score for potential versatility.
- It is an effective tool that still needs periodic calibration.

3) Bonding Authority

- Recently passed referendum for 4 million dollar bond for open space.
- Try to maintain a reserve of one to two million dollars for acquisitions and matching.

4) Open Space Policy Implementation Program

This was developed and implemented by the Open Space Task Force to accomplish the goals of *Subdivision Open Space Use and Maintenance Ordinance*.

- Define a system for marking open space properties.
- Monitor encroachments.
- Review change of use proposals.
- Prepare plan and policy recommendations for fee-in-lieu of open space funds to present to Council.
- Modify *Evaluation Criteria* as required.
- Undertake public education program.

5) Land Trust

The Town has a land trust that is not considered active (Banach).

PROCESS

The *Open Space Task Force* is composed of ten members, one each from: Planning and Zoning; Wetlands; Parks and Recreation; and the Agricultural Preservation Advisory Board, as well as three residents and three staff members. The Council is considering the addition of representatives from the Land Trust and Chamber of Commerce (Banach). The Task Force meets twice a month, which is not quite sufficient, but avoids overloading the volunteer task force. Primary duties include: reviewing open space proposals, developing the

open space master plan, and pursuing the Implementation Program. The Task Force reports to the Council on the Implementation Program each October. There is a good working relationship between the two boards.

The Planning and Zoning Commission reviews subdivision proposals, and refers open space dedications to the Task Force for review. The Task Force applies the Criteria, and issues a recommendation to the Planning and Zoning Commission. The Commission may renegotiate with the developer. The Task Force has proved to be an invaluable resource. The Council is very reliant on the Task Force, and the process is working well (Banach).

CRITICAL ELEMENTS

The *Open Space Task Force* function is critical to implementation of open space planning. The role and duties of the Task Force are well defined, yet not burdensome, and the program draws on existing town functions. Director of Planning Marcia Banach indicates that regulations are the primary tool, but a town needs a “big picture” plan for implementation. In South Windsor, this is achieved by Open Space, Agricultural Preservation, and Parks and Recreation Master Plans that are incorporated into the Plan of Conservation and Development. This comprehensive approach benefits the town when it applies for outside funding.

The *Evaluation Criteria Tool* also makes this program unique. The tool insures that all decisions are subject to objective review, decreasing the likelihood of deviation from plan goals. ■

Section Five: APPENDICES

Section Six: REFERENCES

CONFERENCES

"Save the Land," Sponsored by the Connecticut Food Policy Council, June 10, 1999, Wesleyan University. Speakers referenced: John Schumann, Town of Granby; Tim Northrop, Trust for Public Land; John Filchak, Northeastern Connecticut Council of Governments; James Gibbons, University of Connecticut Cooperative Extension System; Gloria Kovac, Assessor, City of Shelton.

PUBLICATIONS

American Farmland Trust, 1990. *Handbook on Farmland Preservation*.

American Farmland Trust, revised June 1998. *Glossary of Farmland Protection Terms*.

Arendt, Randall, July/Aug. 1992. "Open Space Zoning," *Planning Commissioners Journal*, No. 5.

Bender, Norman. Marketing: *Agricultural Tourism and Direct Marketing*, from Agricultural Issues in Connecticut Forum, Wamogo Regional High School, Litchfield, Connecticut, Cooperative Extension System, College of Agriculture and Natural Resources, University of Connecticut, March 20, 1998.

Connecticut General Assembly: Legislative Program Review and Investigations Committee, December 1998. "Open Space Acquisition."

Cooperative Extension Service, College of Agriculture and Natural Resources, The University of Connecticut. "Conserving Connecticut Agriculture."

Connecticut Department of Environmental Protection: Watershed Management Program. *River Rundown: Quarterly Notes about the Connecticut DEP Watershed Activities*, Summer 1999.

Friends of Holcomb Farm. Brochure: "Holcomb Farm."

Gibbons, James. "Municipal Open Space Planning," University of Connecticut College of Agriculture and Natural Resources, U. Conn. Cooperative Extension System, and NEMO.²²

Holcomb Farm Plan of Use.

Kaiser, Edward J., Godschalk, David R., and Chapin, F. Stuart, 1995. *Urban Land Use Planning*, 4th Ed., Urbana and Chicago, Illinois: University of Illinois Press.

Lincoln Institute of Land Policy. *Municipal Open Space Acquisition: Preparing and Funding Successful Projects*, Resource Manual, 1996. Includes: Myers, "Financing Open Space and Landscape Protection."

²² Packet of information containing numbered fact sheets – an extremely useful resource. Can obtain by calling NEMO at (860)345-4511.

Nelson, Arthur C. and Duncan, James B., 1995. "Growth Management Principles and Practices," American Planning Association: Planners Press.

Regional Plan Association and Connecticut Land Use Coalition, June 1997. *Building Livable Communities: A Community Design Handbook for Connecticut Towns.*

Town of Enfield, Connecticut. *Draft Plan of Conservation and Development*, Recommended September 1998.

Town of Glastonbury Planning and Zoning Commission. *Glastonbury Plan of Conservation and Development*, 1995.

Town of Manchester, Connecticut, June 1997. *Town of Manchester: Plan of Conservation and Development, Parks and Open Space Element*, Final Draft

Town of Mansfield. Planning, Management, and Acquisition Guidelines, Mansfield Open Space, Park, Recreation, and Agricultural Properties; Matrix for Evaluating Open Space Parcels; Management Plan for Park, Recreation or Open Space Property; and Monitoring/Inspection Report.

Wright, John B., Summer 1994. "Designing and Applying Conservation Easements," APA Journal.

NEWSLETTERS

Fausold, Charles J., and Lilieholm, Robert J. "The Economic Value of Open Space," from Newsletter of the Lincoln Institute of Land Policy, *Landlines*, September 1996, V. 8, Number 5.

PRESENTATIONS

Armentano, Francis. Capitol Region Council of Governments: Regional Planning Commission meeting, February 18, 1999.

Banach, Marcia, Capitol Region Council of Governments: Regional Planning Commission meeting, February 18, 1999.

INTERVIEWS and PHONE CONVERSATIONS

(conducted by Karen Berchtold)

Armentano, Francis. Director of Community Development, Town of Granby, April 6, 1999.

Banach, Marcia, Director of Planning, Town of South Windsor, April 11, 1999.

Barkyoumb, Suzanne, Department of Environmental Protection.

Branse, Mark K., Attorney, Glastonbury, Connecticut.

Cardini, Linda. Connecticut Rural Development Council.

Clapper, Rob. Department of Environmental Protection, Department of Parks and Recreation, July 29, 1999.

Bowers, Linda. Land Trust Service Bureau.

Connecticut Forest and Parks Association.

DeVoe, Mark. Town Planner, Town of East Windsor.

DeWeese, Charlie. Secretary, Canton Land Conservation Trust, Inc., June 1, 1999.

Dolphin, Elizabeth. Assistant Town Planner, Town of Farmington, May 18, 1999.

Grant, George. Northern Connecticut Land Trust.

Kweder, Bill. Planner, Town of Suffield.

Leslie, Kenith. Community Development Director, Town of Glastonbury. March 30, 1999.
Mickiewicz, Jacqueline, Land Acquisition Division , Department of Environmental Protection.
Northrup, Jay. Assistant Town Planner, Town of Enfield.

INTERVIEWS and PHONE CONVERSATIONS

Padick, Gregory. Town Planner, Town of Mansfield.
Pelligrini, Mark. April 8, 1999
Reed, Chuck. Department of Environmental Protection, Land Acquisitions Division.
Rowles, Marian, The Holcomb Farm.
Ruwet, Mark. Connecticut Farm Bureau Association.
Tracy Terwilliger, North Central Connecticut Tourism Bureau.
Therrien, Linda, Connecticut Greenways Council.
Ventres, Jim. Planner, Town of East Haddam.

WEBSITES

Solloway, Cozata and Nolon, Sean, "Agricultural Preservation," www.law.pace.edu/landuse/aga.html

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 01/14/2015
 Name: William Hosley
 Address: 30 Old Abbe Rd Enfield 06082
 Telephone No. (Home): 860-944-8349 (Work):
 Occupation: Cultural Resource & E-
 Marketing Mail: hosley.terrafirma@gmail.com
 Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

Board, Commission or Agency Interested in: River Valley CT Regional Tourism District
~~Historic District Commission~~

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

Bill Hosley Biographical Sketch William Hosley, the principal of Terra Firma Northeast, is a cultural resource development and marketing and communications consultant, social media expert, historian, writer, and photographer. He was formerly Director of the New Haven Museum and Connecticut Landmarks where he cared for a chain of historic attractions throughout Connecticut. Prior to that, as a curator and exhibition developer at Wadsworth Atheneum, Bill organized major exhibitions including The Great River: Art & Society of the Connecticut Valley (1985), The Japan Idea: Art and Life in Victorian America (1990), Sense of Place: Furniture from New England Towns (1993) and Sam & Elizabeth: Legend and Legacy of Colt's Empire (1996). As an expert in heritage tourism, Bill has studied, lectured and advised hundreds of museums and heritage destinations around the country. He has develops successful organizational development plans for cultural attractions and has assembled project teams involving architects, engine ers, appraisers, conservators, exhibition designers, planners and scholars to address the complex needs of projects that need and get transformational change. He welcomes the challenge of turnaround situations involving high value / high need cultural resources with issues. Bill has also served as a content specialist for PBS, BBC and CPTV film documentaries.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☐ No

If so, please state name of Board, Commission or Agency and time server:
 Central CT Tourism district.

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No

RECEIVED
ENFIELD TOWN CLERK

2015 JAN -5 PM 3:59

► **Enfield Town Council**

Mayor Scott Kaupin

820 Enfield St.

Enfield, CT 06082

January 5, 2015

Mayor Kaupin:

This letter is to inform you, that according to the Town of Enfield's Ethics Policy I must resign my position as Chairperson and member of the Town of Enfield Ethics Commission since I have excepted a position within town.

Thank you to you and the Council for this opportunity to serve these last two years.

Respectfully,

John P. Alexander

c.c. Town Clerk

Town Attorney

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 01/13/2015
Name: Kierstan Pestana
Address: 12 Salerno Dr.
Telephone No. (Home): 860-741-9038 (Work): 860-844-3048
Occupation: Teacher E-Mail: Kypestana@yahoo.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Unaffiliated

Board, Commission or Agency
Interested in: Patriots Award Committee

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

As Secretary of the Enfield 4th of July Celebration I would like to help to honor someone who has served. As an educator I want to be a model for my students on the importance of volunteering.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time server:

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No

McCarthy, Debra

From: Scott Kaupin <scottkaupin@cox.net>
Sent: Tuesday, January 13, 2015 7:31 AM
To: Coppler, Matthew; Kennedy, Derrik; McCarthy, Debra
Cc: Kierstan Pestana
Subject: Patriot Award Committee - Fourth of July Town Celebration Committee Representative

Matt, Derrik and Deb,

Peter Burk has resigned from the Fourth of July Town Celebration Committee, so he can no longer represent the Fourth of July Town Celebration Committee as a member of the Patriot Award Committee. The committee has selected Kierstan Pestana to fill the opening. Kierstan will submit an application for the position via the on-line application process for the Town Council to formally make the appointment. Can you please list this opening on the upcoming agenda? Thanks.

--

Scott Kaupin
9 Allen Street
Enfield, CT 06082
(860) 749-1820
scottkaupin@cox.net